

PeopleSoft 8.00.01 Human Resources Reports PeopleBook

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SKU MAHRr8SP1R 1200

PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

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PEOPLESOFT 8.00.01 HUMAN RESOURCES REPORTS PEOPLEBOOK

This book provides you with the information you will need for using the PeopleSoft 8.00.01 Human Resources Reports PeopleBook. You can order the online version by requesting SKU HRB8SP1R0, or the hard-copy version by requesting SKU MAHRr8SP1R 1200.

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CHAPTER 1

Generating Administer Workforce Reports

You can generate a wide range of printed reports to use in general workforce administration or for business planning and analysis.

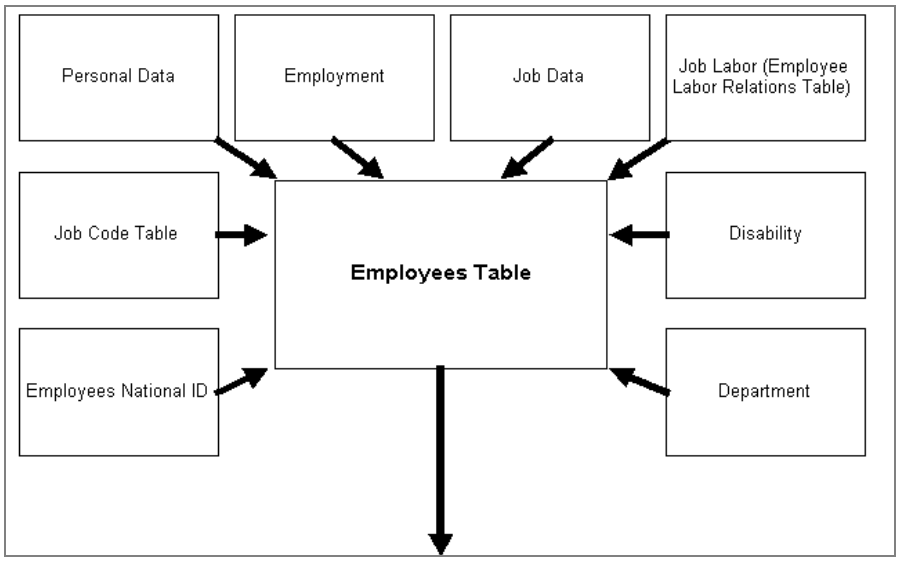
Before You Begin

PeopleSoft Human Resources provides some processes to help you ensure fast and accurate reporting of Administer Workforce Data.

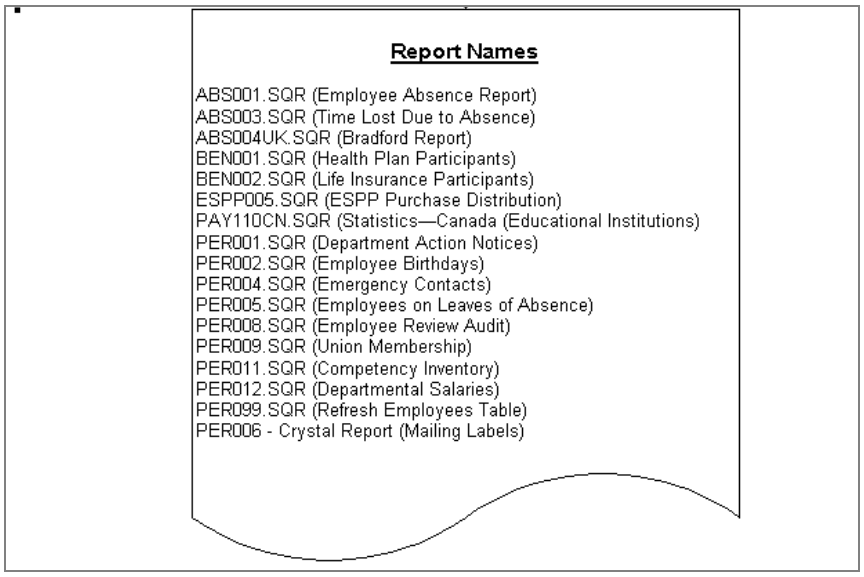
Refreshing the Employees Table for Accurate Reporting

In order to generate standard PeopleSoft Human Resources reports quickly, many human resources reports pull data from the Employees table (PS_EMPLOYEES). In order to make reporting in PeopleSoft Human Resources more efficient, this table combines in one place—in an "extract file"—information from the Personal Data table (PERSONAL_DATA), Job table (JOB), Employment Data table (EMPLOYMENT), Job Code table (JOBCODE_TBL), Department table (DEPARTMENT_TBL), Employees National IDs (PERS_NID), Job Labor (JOB_LABOR), and Disability table (DISABILITY). Its sole purpose is as a report source. Because it isn't updated dynamically when you hire employees or update their data (doing so would have negative online processing impact) you need to refresh the Employees table before you run any of these reports

To keep this table current, periodically you'll run PER099, Refresh Employees Table. When you run this report, the system will update the table with data valid before or on the as of date you specify.



Updating the Employees table using the Refresh Employees Table process 1 of 2



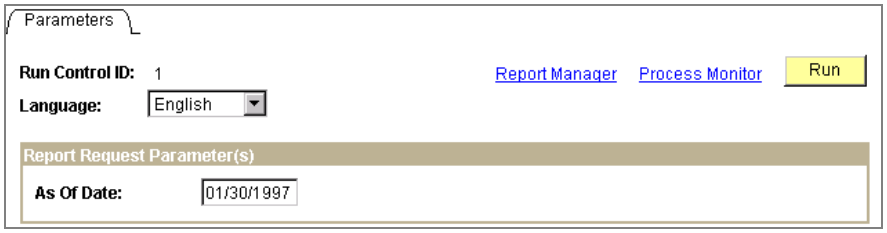
Updating the Employees table using the Refresh Employees Table process 2 of 2

One especially useful feature of the Employees table is that you can refresh it back to a specific date, so you can report based on how things were at that time. This might be useful if an organization needed to reconstruct its organization over the last several years to research its promotion policies, for example.

You'll need to update the Employees table before running any of these reports so that the report will contain all changes made to your employee files. To do so, you'll run the Refresh Employees Table process.

Refresh Employees Table Page

Usage	Use the Refresh Employees Table page to reflect back to a specific date or period for employee data reporting.
Navigation	**Administer Workforce, Administer Workforce (USF), Process, Refresh Employees Table** **Define Business Rules, Administer HR System, Process, Refresh PS_EMPLOYEES table**
Access Requirements	Run Control ID



Refresh Employees Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Language.**

As Of Date Indicate the **As Of Date** to execute the Refresh Employees Table process. The process selects the new data based on the **As of Date** you enter and populates the Employees table. It will include only employees who are active, on leave of absence, or suspended. The process excludes any *terminated* employees.

The Employees table isn't updated interactively as you make changes to employee data. This means that the data in the Employees table, and in your reports, is only as current as the last time you ran the update program.

Retrieving data from complex views can be time consuming. To streamline processing time, some reports draw data from the Employees table. To keep this table current, periodically you'll run PER099, Refresh Employees Table. When you run this report, the system will update the table with data valid before or on the as of date you specify.

Additional Processes to Facilitate Reporting

The Administer Workforce Process menus contain these additional processes that you can use to generate several reports at the same time, without having to select and run each separately from the Report menu.

Process	*Description*
Ad-Hoc Process Request	You can choose to run several or all Administer Workforce reports that don't require parameters.
As-of Date Request	You can choose to run several or all Administer Workforce reports for which you specify an as of date.
Calendar Year Request	You can choose to run several or all Administer Workforce reports for which you specify a calendar year.
From/Thru Dates Request	You can choose to run several or all Administer Workforce reports for which you specify a from date and thru date range.

List of Administer Workforce Reports

The reports listed here are available in the Administer Workforce and Manage Labor Relations menus.

Report Name	*Report ID*	*Location*	*Global or Local*
Action Reason Table	PER710	Administer Workforce, Administer Workforce (GBL), Report, Action Reason Table	GBL, USF
Appointment Affidavits	FGSF61	Administer Workforce, Administer Workforce (USF), Report, Appointment Affidavits	USF
Award Action Data	FGPER810	Administer Workforce, Administer Workforce (USF), Report, Award Action Data	USF
CAN Hire List	PER100CN	Administer Workforce, Administer Workforce (GBL), Report Lcl, CAN Hire List	LCL

Report Name	Report ID	Location	Global or Local
CAN/USA - Union Membership	PER009	Administer Workforce, Manage Labor Relations (GBL), Report Lcl, CAN/USA - Union Membership	GBL
CHE Company Statistics	PER001CH	Administer Workforce, Administer Workforce (GBL), Report Lcl, CHE Company Statistics	LCL
Citiznship/Country/Visa Audit	PER033	Administer Workforce, Administer Workforce (GBL), Report, Citiznship/Country/Visa Audit	GBL, USF
Contract Information	CNT001	Administer Workforce, Administer Workforce (GBL), Report, Contract Information	GBL
Department Action Notices	PER001	Administer Workforce, Administer Workforce (GBL), Report, Department Action Notices	GBL, USF
Dept Tbl/Security Tree Audit	PER506	Administer Workforce, Administer Workforce (GBL), Report, Dept Tbl/Security Tree Audit	GBL, USF
Discipline Action Summary	OHS002	Administer Workforce, Manage Labor Relations (GBL), Report, Discipline Action Summary	GBL, USF
Emergency Contacts	PER004	Administer Workforce, Administer Workforce (GBL), Report, Emergency Contacts	GBL, USF
Employee Birthdays	PER002	Administer Workforce, Administer Workforce (GBL), Report, Employee Birthdays	GBL, USF
Employee Disciplinary Action	OHS005	Administer Workforce, Manage Labor Relations (GBL), Report, Employee Disciplinary Action	GBL, USF

Report Name	*Report ID*	*Location*	*Global or Local*
Employee Home Address Listing	PER020	Administer Workforce, Administer Workforce (GBL), Report, Employee Home Address Listing	GBL, USF
Employee Turnover Analysis	PER010	Administer Workforce, Administer Workforce (GBL), Report, Employee Turnover Analysis	GBL, USF
Employees on Leave of Absence	PER005	Administer Workforce, Administer Workforce (GBL), Report, Employees on Leave of Absence	GBL, USF
ESP Official List	PER054	Administer Workforce, Administer Workforce (GBL), Report Lcl, ESP Official List	LCL
GER Heavily Disabled	PER039GR	Administer Workforce, Administer Workforce (GBL), Report Lcl, GER Heavily Disabled	LCL
GER Heavily Disabled Equaliz.	PER040GR	Administer Workforce, Administer Workforce (GBL), Report Lcl, GER Heavily Disabled Equaliz.	LCL
Grievance Detail	OHS004	Administer Workforce, Manage Labor Relations (GBL), Report, Grievance Detail	GBL, USF
Grievance Summary	OHS006	Administer Workforce, Manage Labor Relations (GBL), Report, Grievance Summary	GBL, USF
ITA Disability	PER060	Administer Workforce, Administer Workforce (GBL), Report Lcl, ITA Disability	LCL
ITA Equal Opportunities	PER053	Administer Workforce, Administer Workforce (GBL), Report Lcl, ITA Equal Opportunities	LCL

Report Name	*Report ID*	*Location*	*Global or Local*
ITA Union	PER059	Administer Workforce, Administer Workforce (GBL), Report Lcl, ITA Union	LCL
Labor Relations Letters	PER061	Administer Workforce, Manage Labor Relations (GBL), Report, Labor Relations Letters	GBL
Mailing Labels	PER006	Administer Workforce, Administer Workforce (GBL), Report, Mailing Labels	GBL, USF
NLD Law SAMEN Statistics	PER038NL	Administer Workforce, Administer Workforce (GBL), Report Lcl, NLD Law SAMEN Statistics	LCL
OEE Groups by Employment Type	PER104CN	Administer Workforce, Administer Workforce (GBL), Report Lcl, OEE Groups by Employment Type	LCL
OEE Groups by OCC Group	PER103CN	Administer Workforce, Administer Workforce (GBL), Report Lcl, OEE Groups by OCC Group	LCL
OEE Groups/Jobs Filled/Vacatd	PER106CN	Administer Workforce, Administer Workforce (GBL), Report Lcl, OEE Groups/Jobs Filled/Vacatd	LCL
OEE Work Force Survey Stats	PER105CN	Administer Workforce, Administer Workforce (GBL), Report Lcl, OEE Work Force Survey Stats	LCL
Passport/Visa Expiration (see Tracking Global Assignments)	PER032	Administer Workforce, Administer Workforce (GBL), Report, Passport/Visa Expiration	GBL, USF
Pending Future Actions	PER021	Administer Workforce, Administer Workforce (GBL), Report, Pending Future Actions	GBL, USF

Report Name	*Report ID*	*Location*	*Global or Local*
Personnel Actions History	PER015	Administer Workforce, Administer Workforce (GBL), Report, Personnel Actions History	GBL
Personnel Actions History	FGHR017	Administer Workforce, Administer Workforce (USF), Report, Personnel Actions History	USF
Primary Job Audit	PER058	Administer Workforce, Administer Workforce (GBL), Report, Primary Job Audit	GBL, USF
Request for Prel Employ Data	FGSF75	Administer Workforce, Administer Workforce (USF), Report, Request for Prel Employ Data	USF
Salary Grade Table	PER706A	Administer Workforce, Administer Workforce (GBL), Report, Salary Grade Table	GBL, USF
Salary Grade/Step Table	PER706B	Administer Workforce, Administer Workforce (GBL), Report, Salary Grade/Step Table	GBL, USF
Temporary Employees	PER007	Administer Workforce, Administer Workforce (GBL), Report, Temporary Employees	GBL, USF
Union Membership	FGHR015	Administer Workforce, Manage Labor Relations (USF), Report, Union Membership	USF
Years of Service	PER003	Administer Workforce, Administer Workforce (GBL), Report, Years of Service	GBL, USF

Administering Workforce Global Reports

These global reports are available to all users and provide details of all phases of your personnel record keeping activities. Use them to produce lists of employees by various criteria and view the contents of the associated system tables.

Generating the Action Reason Table Report

The Action Reason Table report lists the reason codes for each personnel action code and arranges them alphabetically by action.

Action Reason Table Report Page

Usage	Use the Action Reason Table page to generate the Action Reason Table report.
Navigation	**Administer Workforce, Administer Workforce (GBL), Report, Action Reason Table**
Access Requirements	Enter a Run Control ID.



Action Reason Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER710 Action Reason Table Report

Description	The Action Reason Table holds the effective-dated reason codes you establish for employee personnel action changes, which you use in the employee Job Data pages. The report lists the reason codes for each personnel action code and arranges them alphabetically by action.
Report ID	PER710
Type of Report	Crystal Report
Parameters	None

Source	PRCSRUNCNTL
Source Records	ACTN_REASON_TBL
Sorted By	Action, action reason, effective date (descending order)

Generating the Citizenship/Country/Visa Audit Report

This report lists discrepancies between employee citizenship country/status and visa data. The report displays various discrepancies found for the employee citizenship status in the Personal Data table. It looks for the country specified in the Installation Table and uses it as the local country.

The report flags six different types of discrepancies. Specifically, it flags employee records when the following pairs of data exist:

Citizenship Status	*Country of Citizenship*	*Visa Record*
Native or Naturalized	Not the local country	
Not Native or Naturalized	The local country	
Native or Naturalized		Exists for the local country
Not Native or Naturalized		Doesn't exist for the local country
	The local country	Exists for the local country
	Not the local country	Doesn't exist for the local country

The report puts a page break between categories.

Citizenship/Country/Visa Audit Report Page

Usage	Use the Citizenship/Country/Visa Audit page to generate the Citiznship/Country/Visa Audit report.
Navigation	**Administer Workforce, Administer Workforce (GBL), Report, Citizenship/Country/Visa Audit**
Access Requirements	Enter a Run Control ID.



Citizenship/Country/Visa Audit page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

PER033 Citizenship/Country/Visa Audit Report

Description	This report lists discrepancies between employee citizenship country/status and visa data. The report displays various discrepancies found for the employee citizenship status in the Personal Data table. It looks for the country specified in the Installation Table and uses it as the local country.
Report ID	PER033
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	CITIZENSHIP, INSTALLATION, PERSONAL_DATA, VISA_PMT_DATA
Sorted By	Employee ID

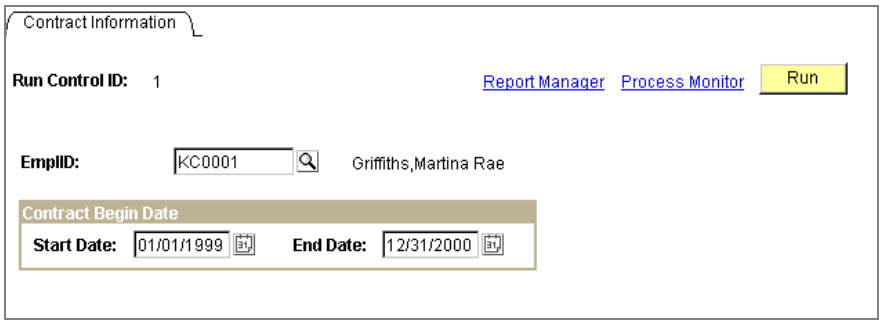
Generating the Contract Information Report

The Contract Information report lists all the contracts for the selected employee within the date range specified on the Contract Information page.

Contract Information Report Page

Usage	Use the Contract Information page to generate the Contract Information report.
Object Name	RUNCTL_CNT001
Navigation	**Administer Workforce, Administer Workforce (GBL), Report, Contract Information, Contract Information**
Access	Enter a Run Control ID.

Requirements	



Contract Information page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Start Date, End Date The report lists all the contracts for the designated employee within the date range specified by **Start Date** and **End Date**. If you leave these fields blank, the report will print all the contract history for the selected employee.

EmplID Enter the employee ID of the employee for whom you want to list contracts. If you leave the **EmplID** field blank, the report will print the contract history (within the date range you specify) for all employees.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

CNT001 Contract Information Report

Description	The report lists all the contracts for the selected employee within the date range specified on the Contract Information page. Additional information displayed about each contract includes contract number, begin and end dates, expected end date, minimum and maximum hours, contract type, and linked job information.
Report ID	CNT001
Type of Report	SQR

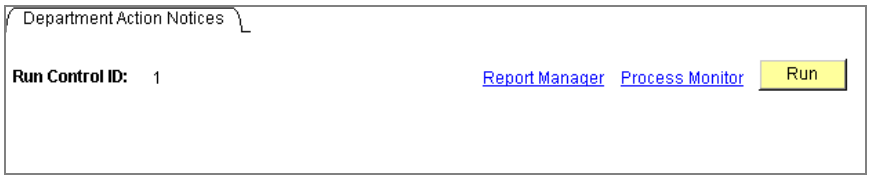
Parameters	Employee ID, From Date, Thru Date
Source	RUNCTL_CNT001
Source Records	PS_CONTRACT_DATA; PS_PERSONAL_DATA
Sorted By	EMPLID, CONTRACT_NUM

Generating the Department Action Notices Report

The Department Action Notices report lists action notices that are tied to a time period or expiration date. Use it as a reminder of selected personnel action notices.

Department Action Notices Report Page

Usage	Use the Department Action Notice page to generate the Department Action Notices report.
Navigation	**Administer Workforce, Administer Workforce (GBL), Report, Department Action Notices**
Access Requirements	Enter a Run Control ID.



Department Action Notices page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Before you run this report, be sure to first run the Refresh Employees Table process.

PER001 Department Action Notices Report

Description	This report lists action notices that are tied to a time period or expiration date. Notices include employee birthdays, service anniversaries in the coming month, salary reviews, and new hires within a 30-day time period. For each action type, the report shows employee names, in alphabetical order, and the date associated with the notice. It also includes the number of completed service years for service anniversaries. The report inserts page breaks by department. Use this report as a reminder of selected personnel action notices.
Report ID	PER001
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	EMPLOYEES, EMPLOYEE_REVIEW, JOB
Sorted By	Department, employee name, associated Date field, or effective date of the action

Generating the Dept Tbl/Security Tree Audit Report

The Department Table/Security Tree report lists discrepancies between the data you've entered in the Department Tree and the departments you've added to the current security tree.

Dept Tbl/Security Tree Audit Report Page

Usage	Use the Dept Tbl/Security Tree Audit (Department Table and Departmental Security Tree Audit) page to generate the Dept Tbl/Security Tree Audit report.
Navigation	**Administer Workforce, Administer Workforce (GBL), Report, Dept Tbl/Security Tree Audit**
Access Requirements	Enter a Run Control ID.



Dept Tbl/Security Tree Audit page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER506 Dept Tbl/Security Tree Audit Report

Description	This report lists discrepancies between the data you've entered in the Department Tree and the departments you've added to the current security tree. The report lists department IDs if they are in the following locations: The Department table but not the security tree The security tree but not the Department table
Report ID	PER506
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PSTREENODE, DEPT_TBL
Sorted By	SetID, department ID

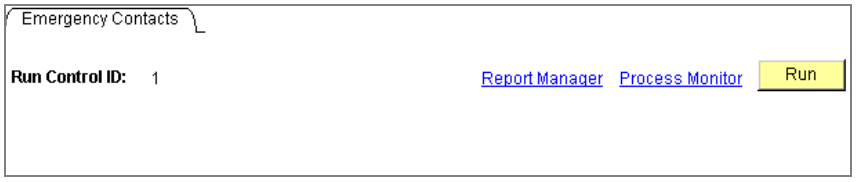
Generating the Emergency Contacts Report

The Emergency Contacts report lists all contacts entered on the Emergency Contact Table for each employee in the system.

Emergency Contacts Report Page

Usage	Use the Emergency Contacts page to generate the Emergency Contacts

	report.
Navigation	**Administer Workforce, Administer Workforce (GBL), Report, Emergency Contacts**
Access Requirements	Enter a Run Control ID.



Emergency Contacts page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER004 Emergency Contacts Report

Before you run this report be sure to first run the Refresh Employees Table process.

Description	The report lists all contacts entered on the Emergency Contact Table for each employee in the system. It shows employee name, department, contact, telephone number, and relationship to the employee. The report places a *Y (Yes)* in the Primary? column for primary contacts. This report serves as a quick reference list so you will have at least one emergency contact name and telephone number handy for each employee in the system.
Report ID	PER004
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL

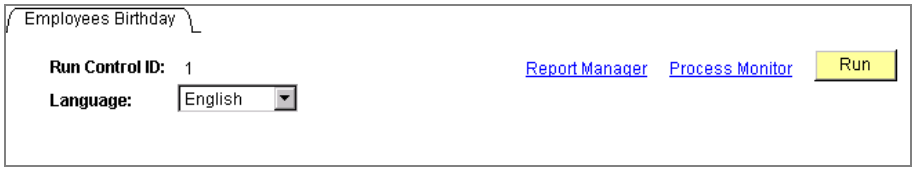
Source Records	EMERGENCY_CNTCT, EMERGENCY_PHONE, EMPLOYEES
Sorted By	Employee name, primary contact, emergency contact name

Generating the Employee Birthdays Report

The Employee Birthdays report provides a list of employees, their birthdays, and other identifying information.

Employee Birthdays Report Page

Usage	Use the Employee Birthdays page to generate the Employee Birthdays report.
Object Name	RUNCTL_PER002
Navigation	• **Administer Workforce, Administer Workforce (GBL), Report, Employee Birthdays, Employees Birthday** • **Administer Workforce, Administer Workforce (USF), Report, Employee Birthdays, Employees Birthday**
Access Requirements	Enter a Run Control ID.



Employee Birthdays page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER002 Employee Birthdays Report

Before you run this report be sure to first run the Refresh Employees Table process.

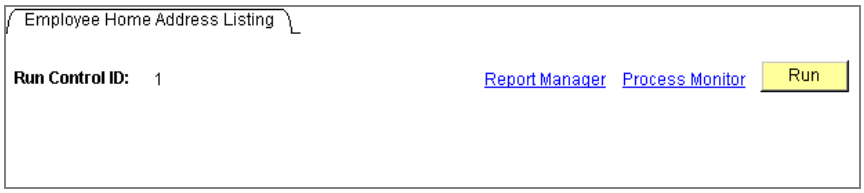
Description	This report lists employee birthdays. It includes the following information for each employee: name, birthday, gender, department, and job title. Use this report to remind you about any special dates or events observed by your company.
Report ID	PER002
Type of Report	SQR
Parameters	None
Source	RUNCTL_PER002
Source Records	EMPLOYEES
Sorted By	Month, day, name

Generating the Employee Home Address Listing Report

This report contains a complete listing of all employees with address and home phone number.

Employee Home Address Listing Report Page

Usage	Use the Employee Home Address Listing page to generate the Employee Home Address Listing report.
Navigation	**Administer Workforce, Administer Workforce (GBL), Report, Employee Home Address Listing**
Access Requirements	Enter a Run Control ID.



Employee Home Address Listing page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER020 Employee Home Address Listing Report

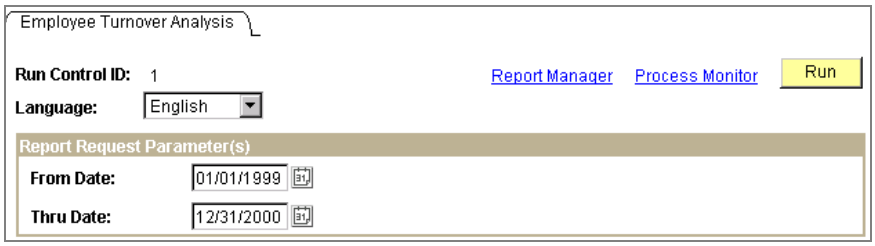
Description	This report contains a complete listing of all employees, their street address, city, state, postal code, and home phone number. If you don't enter address information in the Personal Data 1 page, the report lists the employee name but leaves the address columns blank.
Report ID	PER020
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PERSONAL_DATA
Sorted By	Employee name

Generating the Employee Turnover Analysis Report

This time-slice report lists each department ID and provides the employee counts as of the date you specify.

Employee Turnover Analysis Report Page

Usage	Use this page to create a time-slice report that lists each department ID and provides the employee counts as of the date you specify.
Navigation	**Administer Workforce, Administer Workforce (GBL), Report, Employee Turnover Analysis**
Access Requirements	Enter a Run Control ID.



Employee Turnover Analysis page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

From Date, Thru Date Specify the range of dates that you want the report to cover.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

PER010 Employee Turnover Analysis Report

Description	This time-slice report lists each department ID and gives the employee counts as of the date you specify. It includes employee transfers handled through the Position Data pages. For each beginning count, the system adds or subtracts the following category totals appropriately: Hires/Rehires (+), Terminations (-), Terminations with Pay (-), Terminations with Benefits (-), Retirements (-), Retirements with Pay (-), Transfers In (+), and Transfers Out (-). The ending count column shows the results of the additions and subtractions. The system calculates a turnover rate percentage using the following formula: Terminations x 100% (Begin Count + End Count) /2 The report program calculates the column total for turnover activity in the department for the specified date period and a total of each column at the company level.
Report ID	PER010
Type of Report	SQR
Parameters	From date and thru date range
Source	RUNCTL_FROMTHRU
Source Records	JOB, PERSONAL_DATA
Sorted By	Business unit, department ID

Generating the Employees on Leave of Absence Report

You can run the Employees on Leave of Absence report (PER005) to list all employees on leave and their expected return dates. Use this report to compare the return date you've already entered in PeopleSoft Human Resources with the employee's expected return date or as a reminder for you to enter the return from leave information in the system.

Employees on Leaves of Absence Report Page

Usage	Use this page to run the Employees on Leave of Absence report.
Navigation	**Administer Workforce, Administer Workforce (GBL), Report, Employees on Leave of Absence**
Access Requirements	Enter a Run Control ID.



Employees on Leaves of Absence page

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER005 Employees on Leaves of Absence Report

Before you run this report be sure to first run the Refresh Employees Table process.

Description	This report lists all employees, whose employee status is either *Leave with Pay* or *Leave of Absence,* on leaves of absence. It shows the employee name, department, leave began date, expected return date, reason for leave, and telephone number.
Report ID	PER005
Type of Report	SQR
Parameters	None

Source	PRCSRUNCNTL
Source Records	EMPLOYEES, JOB
Sorted By	Employee name

Generating the Mailing Labels Report

This report produces a three-across set of mailing labels for all employees in your PeopleSoft Human Resources database.

Mailing Labels Report Page

Usage	Use the Mailing Labels page to generate the Mailing Labels report.
Navigation	**Administer Workforce, Administer Workforce (GBL), Report, Mailing Labels**
Access Requirements	Enter a Run Control ID.



Mailing Labels page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER006 Mailing Labels

Before you run this report be sure to first run the Refresh Employee Table process.

Description	This report produces a three-across set of mailing labels for all employees in your PeopleSoft Human Resources database. Be sure to load label stock in your printer before running the reports.
Report ID	PER006
Type of Report	Crystal
Parameters	None
Source	PRCSRUNCNTL
Source Records	EMPLOYEES, COUNTRY_TBL
Sorted By	Country, zip code, employee name

Generating the Multiple Seniority Components Report

The Multiple Seniority Components report lists all multiple seniority rate codes in workers' compensation packages. This process enables you to check whether the multiple seniority rate codes are appropriate for a worker.

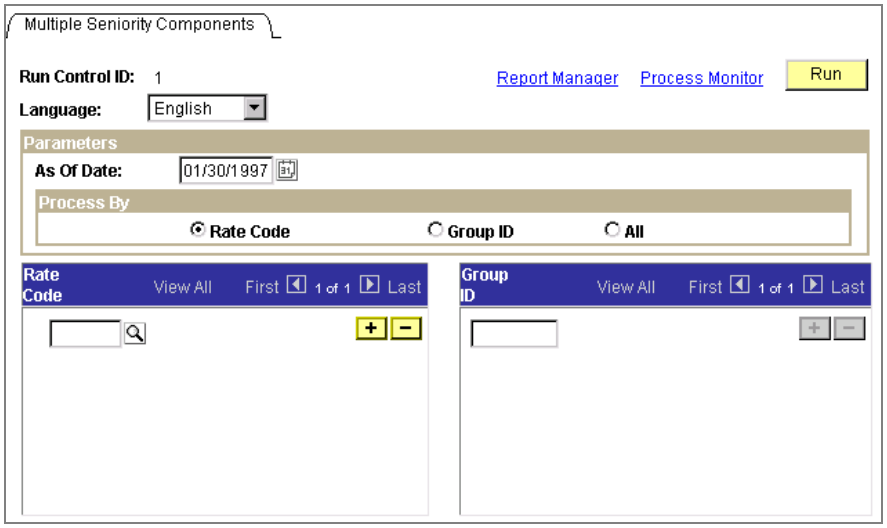
The report checks worker compensation packages for multiple seniority rate codes. If it finds multiple seniority rate codes, the process lists the EmplID (employee ID), the name of the worker, the seniority rate codes, and the corresponding seniority-level information associated with the worker. The report also provides the following information regarding the origin of the seniority rate code:

- If the worker receives a seniority pay component as a result of belonging to a group associated with a seniority rate code, the report displays the corresponding Group ID for the seniority rate code.
- If a worker receives the seniority pay component because the seniority rate code is associated with all workers, the report displays All as the origin of the seniority rate code.
- If a worker receives the seniority pay component because you manually added it, the report displays Manually Added as the origin for the seniority rate code.

Multiple Seniority Components Report Page

Usage	Use the Multiple Seniority Components page to run the Multiple Seniority Components report.
Object Name	RUNCTL_SENPAY
Navigation	• **Administer Workforce, Administer Workforce (GBL), Process, Update Seniority Eligibility, Update Seniority Eligibility** • **Administer Workforce, Administer Workforce (GBL), Report, Multiple Seniority Components, Multiple Seniority Components**

Access Requirements	Enter a Run Control ID.



Multiple Seniority Components page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **As Of Date.**

Language Select a **Language Code** from the list of available options. Valid values prompt from the Translate table.

Process By

Determine how you want to run the Update Seniority Pay process: by **Rate Code** or by **Group ID.** Select one of the options.

Rate Code The process adds or updates seniority rate codes in the compensation packages of all employees in groups that are associated with the seniority rate codes you list on this page. If a seniority rate code is not associated with a group ID, the process adds the seniority rate code to the compensation packages of all workers.

If you select this option, the **Rate Code** field in the next section of the page becomes available for data entry.

Group ID The process adds or updates seniority rate codes in the compensation packages of all employees associated with the groups you list on this page.

If you select the **Group ID** option, the **Group ID** field in the next section of the page becomes available for data entry.

All Clicking the **All** button runs the report for all employees.

Rate Code This field is available for data entry if you clicked the **Rate Code** button in the **Process By** group box. Select one or more **Rate Codes** prompting from the Comp Rate Code Table. Insert rows to run the process using multiple Seniority **Rate Codes**. The system displays the associated **Group IDs** when you leave the field.

Group ID This field is available for data entry if you clicked **Group ID** in the **Process By** group box. Select one or more **Group IDs** prompted by the Group table. Insert rows to run the process using multiple **Group IDs.** The system displays the associated **Rate Codes** when you leave the field. (Groups for which you do not have security access do not appear.)

For more information on defining and building employee groups, see PeopleSoft 8 Application Fundamentals for HRMS, "Working With Groups" For more information on security for employee groups, see PeopleSoft 8 Application Fundamentals for HRMS, "Working With Groups"

Click **Run** to run this request. Process Scheduler runs the Multiple Seniority Components process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

PER044 Multiple Seniority Components Report

Description	The Multiple Seniority Components report lists all multiple seniority pay components in workers' compensation packages.
Report ID	PER044
Type of Report	SQR
Parameters	As of Date, *as well as* Rate Code, Group ID, or All workers.
Source	RUNCTL_SENPAY
Sorted By	Emplid, Rate Code, or Group ID

Generating the Passport/Visa Expiration Report

This report lists employees and dependents who have passports, visas, or work permits on file that will expire in the next 90 days from the report run date.

Passport/Visa Expiration Report Page

Usage	Use this report to list employees and dependents who have passports, visas, or work permits on file that will expire in the next 90 days from the report run date.
Navigation	**Administer Workforce, Track Global Assignments, Report, Passport Visa Expiration**
Access Requirements	Enter a Run Control ID.



Passport/Visa Expiration page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER032 Passport/Visa Expiration Report

Description	Use this report to list employees and dependents who have passports, visas, or work permits on file that will expire in the next 90 days from the report run date. The first section of the report lists passport information: Employee ID and name, Dependent ID and name, country, passport number, issue date, and expiration date. The second section of the report lists visa/work permit information: Employee ID and name, Dependent ID and name, country, visa/work permit number, type of permit, issue date, and expiration date. There is a page break between the first and second sections of the report.
Report ID	PER032

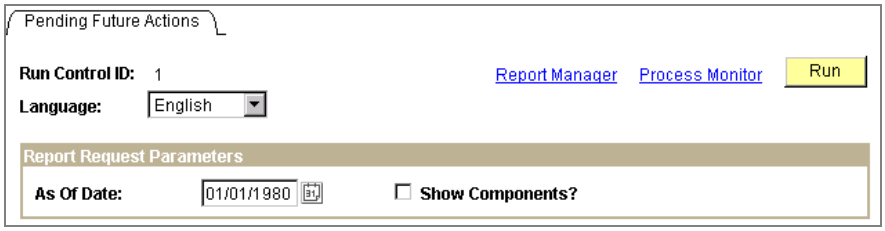
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	CITIZEN_PSSPRT, DEPENDENT_BENEF, PERSONAL_DATA, VISA_PMT_DATA
Sorted By	Employee ID, Dependent ID, Expiration Date

Generating the Pending Future Actions Report

The Pending Future Actions report lists all employees with job action notices scheduled for a future date.

Pending Future Actions Report Page

Usage	Use this page to create a report that lists all employees with job action notices scheduled for a future date.
Object Name	RUNCTL_ASOFDT_COMP
Navigation	• **Administer Workforce, Administer Workforce (GBL), Report, Pending Future Actions, Pending Future Actions** • **Administer Workforce, Administer Workforce (USF), Report, Pending Future Actions, Pending Future Actions** • **Develop Workforce, Manage Positions, Report, Incumbent History, Parameters**
Access Requirements	Enter a Run Control ID.



Pending Future Actions page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **As Of Date, Language, Run Control ID.**

Show Components? Select **Show Components?** if you want your report to display compensation component information.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

PER021 Pending Future Actions Report

Description	This report lists all employees with job action notices scheduled for a future date. Two lines appear for each employee: the first one shows current status; the second, the scheduled job action change. The current status line includes the employee type, regular/temporary, full/part-time, department ID and name, job code and title, salary grade, and compensation rate. The rate is labeled with the unit of time it represents, such as hourly or monthly. The job action line includes the effective date of the job action, the action and its reason, and the new compensation rate, where applicable.
Report ID	PER021
Type of Report	SQR
Parameters	As of date
Source	RUNCTL_ASOFDT_COMP
Source Records	EMPLOYMENT, JOB, PERSONAL_DATA
Sorted By	Employee ID, effective date

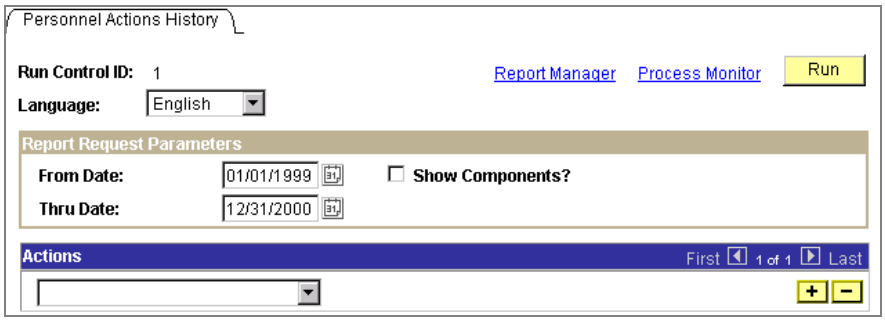
Generating the Personnel Actions History Report

The Personnel Actions History report lists all employees affected by each of the job actions you enter.

Personnel Actions History Report Page

Usage	Use this page to create a report that lists all employees affected by each of the job actions you enter.
Object Name	RUNCTL_PER015
Navigation	**Administer Workforce, Administer Workforce (GBL), Report,**

	Personnel Actions History, Personnel Actions History
Access Requirements	Enter a Run Control ID.



Personnel Actions History page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Show Components? Select **Show Components?** if you want your report to display compensation component information.

From Date, Thru Date Specify the range of dates that you want the report to cover.

Actions The report lists all employees affected by each of the job actions you enter.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER015 Personnel Actions History Report

Description	The report lists all employees affected by each of the job actions you enter. It prints the following information: employee name, department, effective date, and reason for the action. For each employee the report lists original hire date, total years of service, employee type, regular/temporary, full/part-time, job code and title, salary grade, compensation rate associated with the action, and supervisor's name.
Report ID	PER015

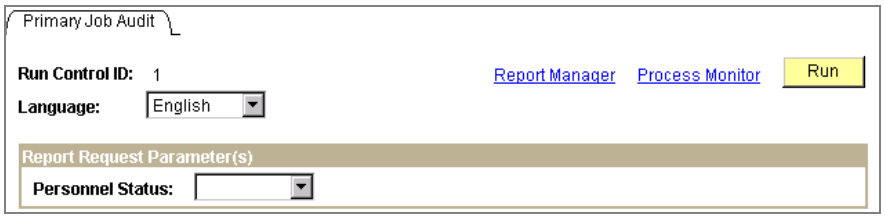
Type of Report	SQR
Parameters	From date and thru date range, actions
Source	RUNCTL_PER015
Source Records	EMPLOYMENT, JOB, PERSONAL_DATA
Sorted By	Job action, department ID, effective date (descending)

Generating the Primary Job Audit Report

One important reason to designate primary and secondary jobs is to create accurate data for regulatory reporting. By running reports for an employee's primary job only, you create an accurate employee count for affirmative action and other government reports. However, the flexibility PeopleSoft Human Resources gives you to designate primary and secondary jobs could compromise the accuracy of your reporting data. It's possible to have employees who have no job designated as a primary job, or more than one primary job, or an inactive job designated as the primary job. We recommend checking regularly to correct these kinds of discrepancies in your employees' job records. Use the Primary Job Audit report to check for discrepancies in the primary job designation for employees with multiple jobs.

Primary Job Audit Report Page

Usage	Use the Primary Job Audit page to run the Primary Job Audit report, which checks for potential problems with an employee's primary job designation.
Object Name	RUNCTL_PER058
Navigation	• **Administer Workforce, Administer Workforce (GBL), Report, Primary Job Audit, Primary Job Audit** • **Administer Workforce, Administer Workforce (USF), Report, Primary Job Audit, Primary Job Audit**
Prerequisites	You must have turned on Multiple Jobs Allowed on the PeopleTools Options menu.
Access Requirements	Enter a Run Control ID.



Primary Job Audit page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Personnel Status Select a Personnel Status from the available options to run the report for employees only or nonemployees only. If you don't choose an option, the system runs the report for both employees and nonemployees.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

PER058 Primary Job Audit Report

Description	Use this report to check for discrepancies in the primary job designation for employees with multiple jobs.
Report ID	PER058
Type of Report	SQR. Multilingual
Parameters	The report's default output lists both employees and nonemployees. You can choose to run the report for employees only or nonemployees only.
Source	RUNCTL_PER058
Source Records	PERSONAL_DATA; JOB; PS_JOB_DATE_VW; PS_FAST_PERSGL_VW2
Sorted By	Scenario, EmplID, As of Date

The report lists all employees and/or nonemployees whose job records show the following potential problems:

- Multiple Primary Jobs

  More than one active job is currently designated as a primary job.

- Terminated Primary Job

  The primary job was terminated and a non-primary job is the active job.

- No Primary Job

  None of the person's concurrent jobs has been chosen as the primary job.

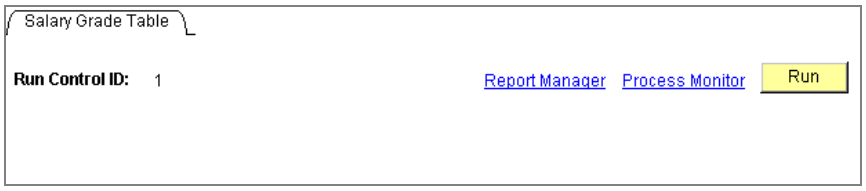
The report lists employee ID, name, as-of date, employment record number, job effective date, and job indicator.

Generating the Salary Grade Table Report

The Salary Grade Table report lists the salary administration plan and salary grade, description, effective date, currency, and the minimum, maximum, and midpoint rates for each grade.

Salary Grade Table Report Page

Usage	Use the Salary Grade Table page to generate the Salary Grade Table report.
Navigation	**Administer Workforce, Administer Workforce (GBL), Report, Salary Grade Table**
Access Requirements	Enter a Run Control ID.



Salary Grade Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER706A Salary Grade Table Report

Description	You put employees into unique salary categories using the Salary Administration Plan Table, establishing categories according to the factors affecting employee compensation structures. And, for each salary administration plan, you set up one or more salary grade ranges in the Salary Grade Table, including minimum, maximum, and midpoint rates. This report lists the salary administration plan and salary grade, description, effective date, currency, and the minimum, maximum, and midpoint rates for each grade.

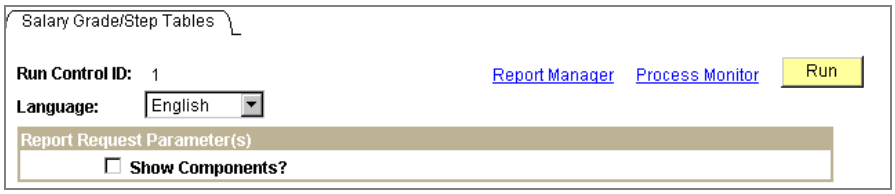
Report ID	PER706A
Type of Report	Crystal Report
Parameters	None
Source	PRCSRUNCNTL
Source Records	SAL_PLAN_TBL, SAL_GRADE_TBL
Sorted By	Salary administration plan, salary grade, effective date (descending)

Generating the Salary Grade/Step Table Report

The Salary Grade/Step Table report combines the information in the Salary Grade Table and the Salary Step Components Table into a list showing all grades for each salary plan that exists in your company and the hourly, monthly, and annual rate amount for any steps you set up. You can select to show the components in each step.

Salary Grade/Step Table Report Page

Usage	Use the Salary Grade/Step Table page to generate the Salary Grade/Step Table report.
Navigation	• **Administer Workforce, Administer Workforce (GBL), Report, Salary Grade/Step Table, Salary Grade/Step Tables** • **Administer Workforce, Administer Workforce (USF), Report, Salary Grade/Step Table, Salary Grade/Step Tables** • **Administer Workforce, Plan Salaries (GBL), Report, Salary Grade/Step Tables, Salary Grade/Step Tables**
Access Requirements	Enter a Run Control ID.



Salary Grade/Step Table page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Show Components? Select **Show Components?** if you want your report to display compensation component information.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

PER706B Salary Grade/Step Table Report

Description	You enter salary ranges used by your organization in the Salary Grade Table. If your company also organizes its salary grades into steps, you define them in the Salary Step Table. This report combines the information in the Salary Grade Table and the Salary Step Table into a list showing all grades for each salary plan that exists in your company and the hourly, monthly, and annual rate amount for any steps you set up. The report lists salary plans and grades; a description; and the date the grade is effective. It also shows the minimum, maximum, and midpoint amounts for each grade and calculates hourly, monthly, and annual ranges. Steps include the effective date and rates.
Report ID	PER706B
Type of Report	Crystal Report
Parameters	None
Source	RUNCTL_PER706B
Source Records	SAL_PLAN_TBL, SAL_GRADE_TBL, SAL_STEP_TBL
Sorted By	Salary administration plan, salary grade, effective date (descending)

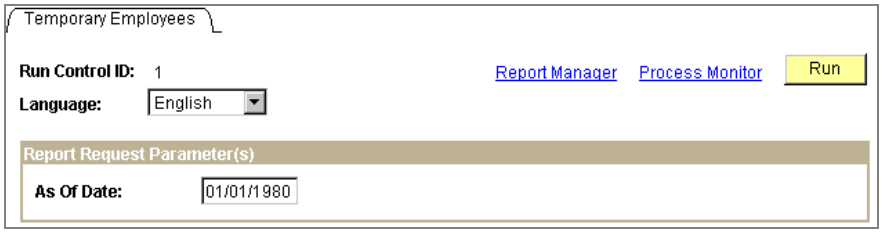
Generating the Temporary Employees Report

This report provides an alphabetical list of all employees marked as temporary, along with length of service and other details of employment.

Temporary Employees Report Page

Usage	Use this page to provide an alphabetical list of all employees marked as

	temporary.
Navigation	**Administer Workforce, Administer Workforce (GBL), Report, Temporary Employees**
Access Requirements	Enter a Run Control ID.



Temporary Employees page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language, As Of Date.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER007 Temporary Employees Report

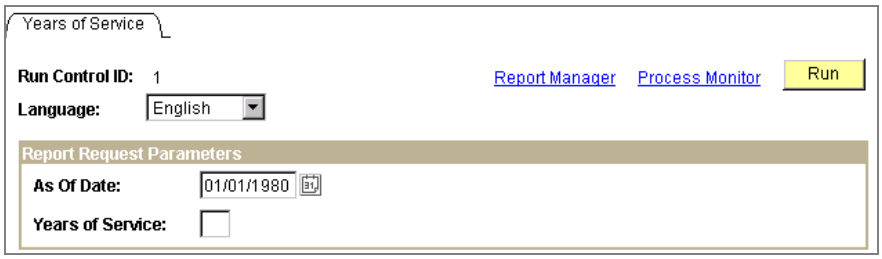
Description	It shows the date hired and the number of days elapsed between their hire date and as of date you set. The report lists the most recent compensation rate for each employee and the frequency. It also shows the employee job title, department, supervisor name, and FLSA status indicator.
Report ID	PER007
Type of Report	SQR
Parameters	As of date
Source	RUNCTL_ASOFDATE
Source Records	EMPLOYMENT, JOB, PERSONAL_DATA
Sorted By	Employee name

Generating the Years of Service Report

The Years of Service report supplies a list of employees who have completed the number of years of service you specify, as of the point in time you specify. Use this report as a reminder of employees who are eligible for vested benefits plans or service recognition awards.

Years of Service Report Page

Usage	Use the Years of Service page to generate the Years of Service report.
Object Name	RUNCTL_PER003
Navigation	• **Administer Workforce, Administer Workforce (GBL), Report, Years of Service, Years of Service** • **Administer Workforce, Administer Workforce (USF), Report, Years of Service, Years of Service**
Access Requirements	Enter a Run Control ID.



Years of Service page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language, As Of Date.**

Years of Service This report supplies a list of employees who have completed the number of Years of Service you specify,

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER003 Years of Service Report

Description	This report supplies a list of employees who have completed the number of years of service you specify, as of the point in time you specify. It prints the employee name, date hired, length of service (expressed in years and months), the employee department, and job title.

	Use this report as a reminder of employees who are eligible for vested benefits plans or service recognition awards.
Report ID	PER003
Type of Report	SQR
Parameters	As of date, years of service
Source	RUNCTL_PER003
Source Records	PERSONAL_DATA, EMPLOYMENT, JOB, UNION_TBL
Sorted By	Hire date

Administer Workforce Reports for U.S. Federal Government

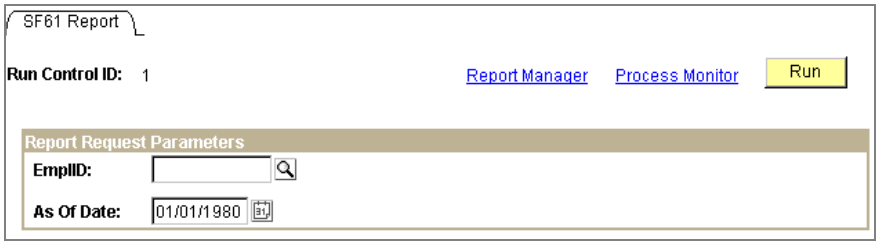
In addition to the globally available reports listed previously, the following reports are available only in the Administer Workforce (USF) menu.

Generating the Appointment Affidavits Report

The Appointment Affidavits report produces an Appointment Affidavit STANDARD FORM 61 form to be signed by an appointee.

Appointment Affidavits Report Page

Usage	Use the Appointment Affidavits page to generate the Appointment Affidavits report.
Object Name	RUNCTL_FGSF61
Navigation	**Administer Workforce, Administer Workforce (USF), Report, Appointment Affidavits, SF61 Report**
Access Requirements	Enter a Run Control ID.



Appointment Affidavits page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, EmplID, As Of Date.**

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

FGSF61 Appointment Affidavits Report

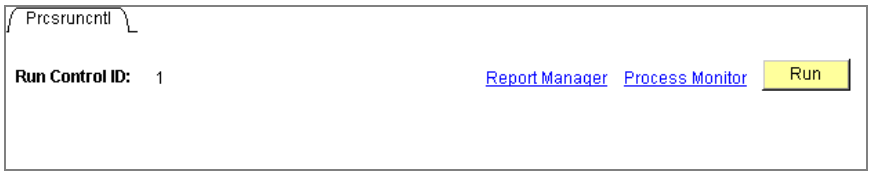
Description	This generates an Appointment Affidavit STANDARD FORM 61 form to be signed by appointee.
Report ID	FGSF61
Type of Report	SQR
Parameters	Employee ID, As Of Date
Source	RUNCTL_FGSF61
Source Records	PERSONAL_DATA, EMPLOYMENT, JOB, JOBCODE_TBL, GVT_SUBAGCY_TBL, LOCATION_TBL
Sorted By	Employee

Generating the Automatic Action Notices Report

This database engine sends notices to supervisor worklists informing them about the automatic actions that are upcoming or have been completed for the employees they supervise. It also edits the applicable row in the automatic action control table to indicate that the notification was sent to the supervisor. Supervisors view the output of this report in their worklist folders.

Automatic Action Notices Report Page

Usage	Use the Automatic Action Notices page to access the run control page for both database agents: one for sending notices of upcoming automatic actions and one for sending notices of completed automatic actions.
Navigation	**Administer Workforce, Administer Workforce (USF), Report, Automatic Action Notices**
Prerequisites	You must have already run the corresponding automatic action process.
Access Requirements	Enter a Run Control ID.



Automatic Action Notices page

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Automatic Action Notices Report

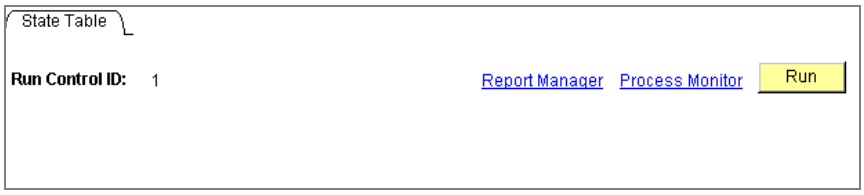
Supervisors view the output of this database agent in their worklist folders. It lists the automatic actions that are upcoming and completed, including tenure conversions, probations, and within-grade increases (WGIs).

Generating the Award Action Data Report

The Award Action Data report generates an award type table report.

Award Action Data Report Page

Usage	Use the Award Action Data page to generate the Award Action Data report.
Navigation	**Administer Workforce, Administer Workforce (USF), Report, Award Action Data**
Access Requirements	Enter a Run Control ID.



Award Action Data page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

FGPER810 Award Action Data Report

Description	This generates an award type table report.
Report ID	FGPER810
Type of Report	Crystal Report
Parameters	None
Source	PRCSRUNCNTL
Source Records	GVT_AWD_ACTN
Sorted By	Action, Award Type, Effective Date

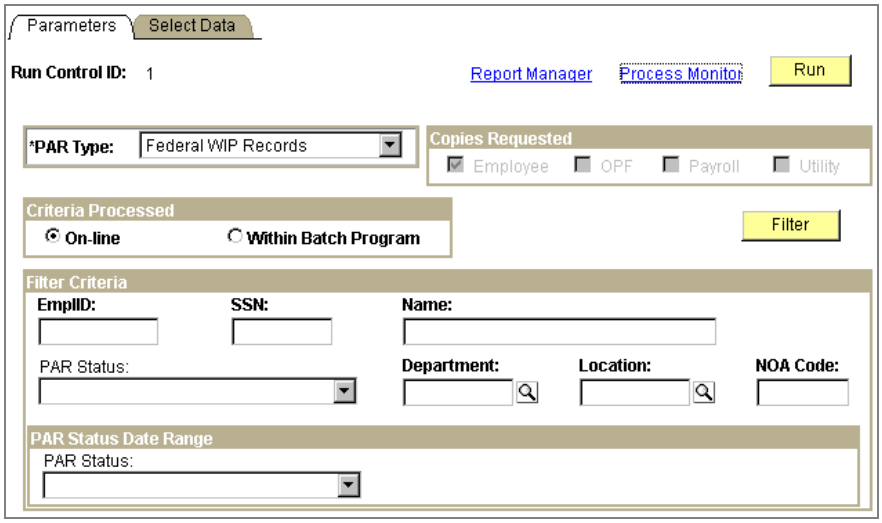
Generating the Request for Personnel Action or Notice of Personnel Action

Use the Request for Personnel Action (SF-52) report to print the form used to request a personnel action. Use the Notice for Personnel Action (SF-50) report to print the official Notification of Personnel Action to notify employee and payroll office of the action, record the action in the Official Personnel Folder, and provide a chronological record of actions that have occurred.

Request/Notice of Personnel Action – Parameters Page

Usage	Use the Parameters page to select the criteria for the PARs that you want to print.
Object Name	RUNCTL_PAR
Navigation	**Administer Workforce, Administer Workforce (USF), Report, Request for Personnel Action, Parameters** **Administer Workforce, Administer Workforce (USF), Report, Notice of Personnel Action, Parameters**

Prerequisites	You must have processed some PARs.
Access Requirements	Enter a Run Control ID.



Request for Personnel Action – Parameters page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

PAR Type This field is available for data entry only if you selected the Request for Personnel Action menu item. Select the type of PAR that you want to print.

Copies Requested

This group box is available for data entry only if you selected the Notification of Personnel Action menu item. Select the copies that you want to print. Available values are **Employee**, **OPF, Payroll,** and **Utility.**

Criteria Processed

On-line Select **On-line** if you want to immediately print the PARs you select.

Within Batch Program Select **Within Batch Program** if you want to save your filtering criteria for later processing.

Filter Criteria

You can complete as many of the **Filter Criteria** as necessary to define the personnel actions that you want to view on the Select Data page.

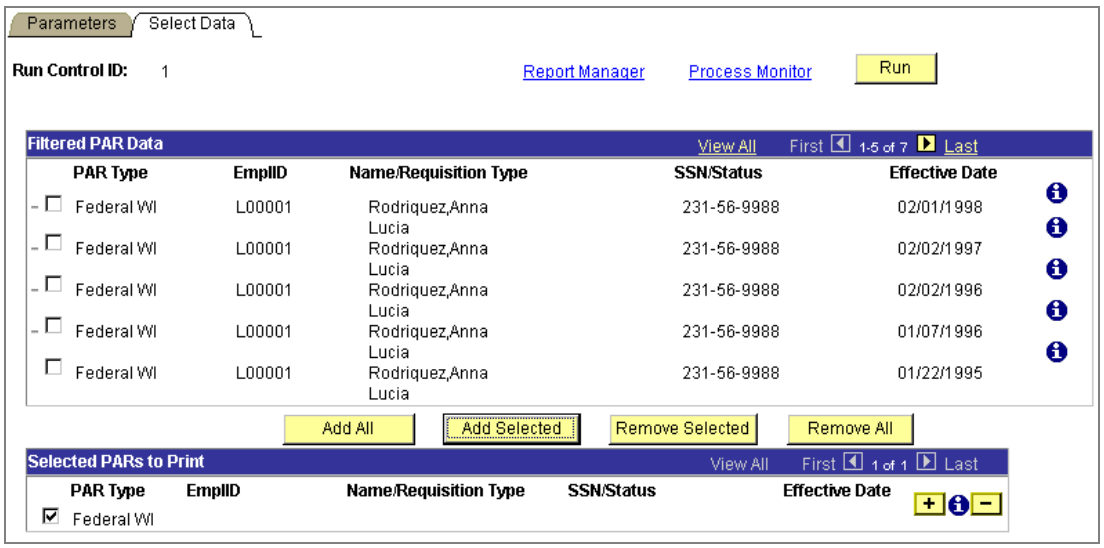
EmplID	Filter actions by employee ID.
SSN	Filter actions by employee social security number.
Name	Filter actions by employee name.
PAR Status	Filter actions by PAR status.
Department	Filter actions by department.
Location	Filter actions by location.
NOA Code	Filter actions by NOA code.

PAR Status Date Range

PAR Status	To filter by PAR Status, select a status from the available values. The **Begin Date** and **End Date** fields become available for entry when you select a PAR Status.
Begin Date	Enter the begin date of the period for which you want to filter PARs with the selected status.
End Date	Enter the end date of the period for which you want to filter PARs with the selected status.
Filter	When you click the **Filter** button, the system selects the records that match your filter criteria and displays them on the Select Data page.

Request/Notice of Personnel Action – Select Data Page

Usage	Use the Select Data page to select the PARs you want to print from those that match the filtering criteria.
Object Name	RUNCTL_PAR2
Navigation	**Administer Workforce, Administer Workforce (USF), Report, Request for Personnel Action, Administer Workforce, Administer Workforce (USF), Report, Notice of Personnel Action, Select Data** **Administer Workforce, Administer Workforce (USF), Report, Notice of Personnel Action, Select Data**
Prerequisites	Filter PARs using the Parameters page.
Access Requirements	Run Control ID



Request for Personnel Action – Select Data page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Filtered PAR Data

The system displays information about the PARs that it filtered based on the parameters you specified on the Parameters page. Use the check box at the beginning of each data row to select individual PARs and add them to the list of Selected PARs to Print when you click **Add Selected**. You can click the **Add All** button to add all of the PARs to the list without selecting any check boxes.

	Click the **Display PAR Filter Info** button to view the values of all of the filter criteria for this PAR.
Add All	Use this button to add all PARs from the **Filtered PAR Data** section to the **Selected PARs to Print** section.
Add Selected	Use this button to add the selected PARs from the **Filtered PAR Data** section to the **Selected PARs to Print** section.
Remove Selected	Use this button to remove selected PARs from the **Selected PARs to Print** section.
Remove All	Use this button to remove all PARs from the **Selected PARs to Print** section.

Selected PARs to Print

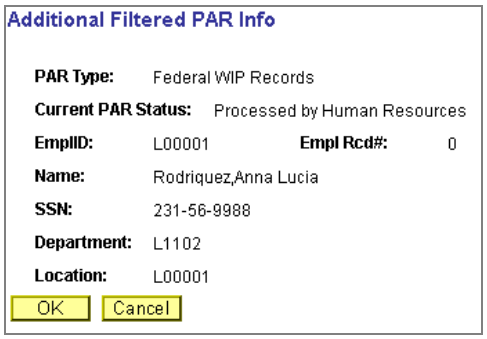
The system transfers the information for the PARs that you selected to add to the list. These PARs will be printed when you run the report. If you want to remove any of the selected PARs, use the check box at the beginning of each data row to select which PARs to remove, and click the **Remove Selected** button. You can remove all PARs by clicking the **Remove All button.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Select Data - Additional Filtered PAR Info Page

Usage	Use the Additional Filtered PAR Info page to view additional information about the selected data row on the Select Data page.
Object Name	GVT_PAR_FIL_INFO
Navigation	Select a data row on the Select Data page and click the **Display PAR Filter Info** button.



Select Data - Additional Filtered Par Info page

FGSF5052 Request for Personnel Action/Notice of Personnel Action Report

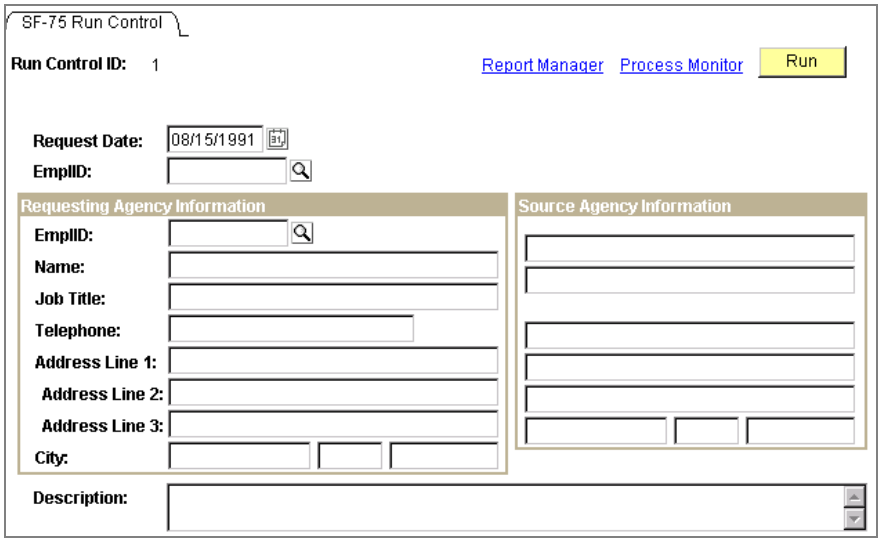
Description	This report generates a Request for Personnel Action (SF-52) or a Notice of Personnel Action (SF-50).
Report ID	FGSF5052
Type of Report	SQR
Parameters	PAR Type, Copies Requested, Criteria Processed, Filter Criteria: Employee ID, SSN, Name, PAR Status, Department, Location, NOA Code, PAR Status Date Range
Source	RUNCTL_PAR
Source Records	GVT_PAR_PRT, GVT_RQSN_POSN, GVT_NOAC_TBL, GVT_JOB, JOBCODE_TBL, GVT_PERS_DATA, GVT_EMPLOYMENT, ACTN_REASON_TBL, GVT_PERS_NID, LOCATION_TBL
Sorted By	Employee

Generating the Request for Prel Employ Data Report

The Request for Preliminary Data report produces a Request for Preliminary Employment Data form.

Request for Prel Employ Data Report Page

Usage	Use the Request for Prel Employ Data page to generate the Request for Prel Employ Data report.
Object Name	RUN_CNTL_FGSF75
Navigation	**Administer Workforce, Administer Workforce (USF), Report, Request for Prel Employ Data, SF-75 Run Control**
Access Requirements	Enter a Run Control ID.



Request for Prel Employ Data page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, EmplID, Name, Telephone, Address Line 1, Address Line 2, Address Line 3, City, Description.**

Job Title Enter the person's Job Title.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

FGSF75 Request for Prel Employ Data Report

Description	This report is a Request for Preliminary Employment Data form.
Report ID	FGSF75
Type of Report	SQR
Parameters	Request Data, Employee ID, Requesting Agency Information, Source Agency Information, Additional Data Required
Source	RUN_CNTL_FGSF75
Source Records	JOB, GVT_PERS_DATA, GVT_PERS_NID, EMPLOYMENT, POSITION_DATA, JOBCODE_TBL, GVT_SUBAGCY_TBL, DEPT_TBL, LOCATION_TBL, COMPANY_TBL
Sorted By	Employee, Date of Request

Administer Workforce Reports for Canada

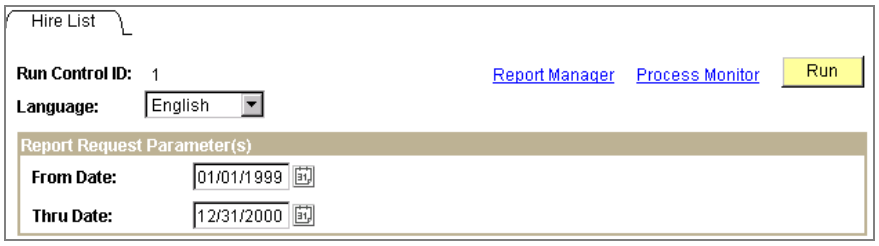
In addition to the globally available Administer Workforce reports, the following reports for Canada are available in the Administer Workforce, Report Lcl menu.

Generating the CAN Hire List Report

This Canadian report produces a hire list that provides information on social insurance number, effective date, and badge/payroll number within the date range provided.

CAN Hire List Report Page

Usage	This Canadian report produces a hire list that provides information on social insurance number, effective date, and badge/payroll number within the date range provided.
Navigation	**Administer Workforce, Administer Workforce (GBL), Report Lcl, CAN Hire List**
Access Requirements	Enter a Run Control ID.



CAN Hire List page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

From Date, Thru Date Specify the range of dates that you want the report to cover.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER100CN CAN Hire List Report

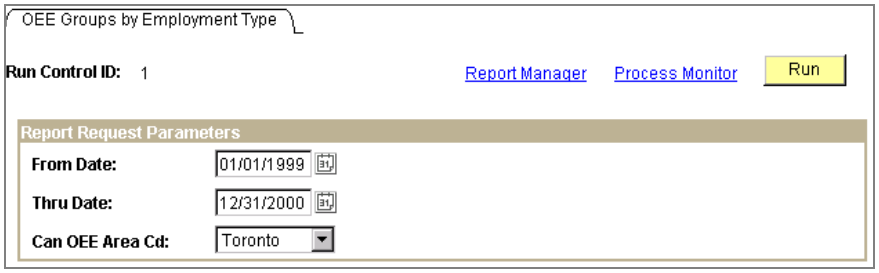
Description	This Canadian report produces a hire list that provides information on social insurance number, effective date, and badge/payroll number within the date range provided.
Report ID	PER100CN
Type of Report	SQR
Parameters	From Date, To Date
Source	RUNCTL_FROMTHRU
Source Records	PERSONAL_DATA,JOB,LOCATION, PERS_NID
Sorted By	Company, effective date, and social insurance number

Generating the OEE Groups by Employment Type Report

While the Ontario Employment Equity Commission (OEEC) no longer requires employees in Ontario to complete workforce surveys, PeopleSoft continues to offer OEE reporting functionality.

OEE Groups by Employment Type Report Page

Usage	Use the OEE Groups by Employment Type page to generate the OEE Groups by Employment Type report.
Navigation	**Administer Workforce, Administer Workforce (GBL), Report Lcl, OEE Groups by Employment Type**
Access Requirements	Enter a Run Control ID.



OEE Groups by Employment Type page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

From Date, Thru Date The date range represents the start and the end date of an employment equity plan. To get data from only the beginning of a plan enter the same date twice.

Can OEE Area Cd (code) Select an area code from the available values. These codes are the CEC management codes defined in the location table. If more than one code is required, you must separate them with commas (for example, 01, 02).

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER104CN OEE Groups by Employment Type Report

Description	This is a Canadian, Ontario-specific report that lists the totals of active employees within each defined area code(s), employed within the date range. The totals are displayed by designated groups versus employment type and broken down by salary groups. All active employees are considered if they have completed a survey and if the information has been entered into the system. If the employees' location code or NOC code is blank, their information isn't included.
Report ID	PER104CN

Type of Report	SQR
Parameters	From Date, Thru Date, Can OEE Area Code
Source	RUNCTL_FTCANAC
Source Records	CAN_OEE_SURVEY, JOB, JOBCODE_TBL, LOCATION_TBL
Sorted By	OEE_AREA_CD

Generating the OEE Groups by OCC Group Report

While the Ontario Employment Equity Commission (OEEC) no longer requires employees in Ontario to complete workforce surveys, PeopleSoft continues to offer OEE reporting functionality. The report lists the totals of active employees within each defined area code(s) employed within the date range.

OEE Groups by OCC Group Report Page

Usage	Use the OEE Groups by OCC Group page to generate the OEE Groups by OCC Group report.
Navigation	**Administer Workforce, Administer Workforce (GBL), Report Lcl, OEE Groups by OCC Group**
Access Requirements	Enter a Run Control ID.



OEE Groups by OCC Group page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

From Date, Thru Date The date range represents the start and the end date of an employment equity plan. To get data from only the beginning of a plan enter the same date twice.

Can OEE Area Cd (code) Select and area code from the available values. These codes are the CEC management codes defined in the location table. If more than one code is required, you must separate them with commas (for example, 01, 02).

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

PER103CN OEE Groups by OCC Group Report

Description	This is a Canadian, Ontario-specific report that lists the totals of active employees within each defined area code(s) employed within the date range. The totals are displayed by designated groups versus occupational group and broken down by salary groups. All active employees are considered if they have completed a survey and if the information has been entered into the system. If the employees' location code or NOC code is blank, their information isn't included.
Report ID	PER103CN
Type of Report	SQR
Parameters	From Date, Thru Date, Can OEE Area Code
Source	RUNCTL_FTCANAC
Source Records	CAN_OEE_SURVEY, JOB, JOBCODE_TBL, CAN_NOC_TBL, LOCATION_TBL
Sorted By	OEE_AREA_CD, NOC_OCC_GROUP

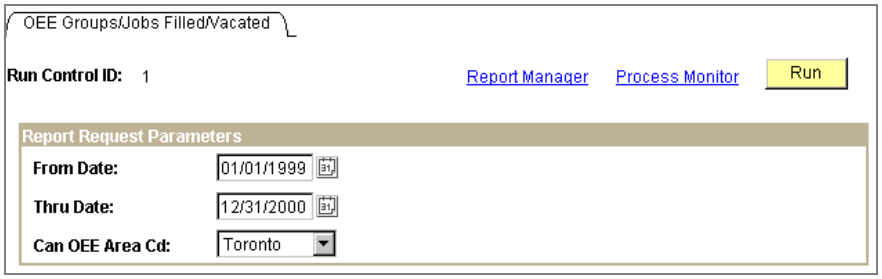
Generating the OEE Groups/Jobs Filled/Vacatd Report

While the Ontario Employment Equity Commission (OEEC) no longer requires employees in Ontario to complete workforce surveys, PeopleSoft continues to offer OEE reporting functionality. The OEE Groups/Jobs Filled/Vacated report lists the totals of active employees within the defined area code(s) employed within the date range.

OEE Groups/Jobs Filled/Vacatd Report Page

Usage	Use the OEE Groups/Jobs Filled/Vacatd page to generate the OEE Groups/Jobs Filled/Vacatd report.
Navigation	**Administer Workforce, Administer Workforce (GBL), Report Lcl,**

	OEE Groups/Jobs Filled/Vacatd
Access Requirements	Enter a Run Control ID.



OEE Groups/Jobs Filled/Vacatd page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

From Date, Thru Date The date range represents the start and the end date of an employment equity plan. To get data from only the beginning of a plan, enter the same date twice.

Can OEE Area Cd (code) Select an area code from the available values. These codes are the CEC management codes defined in the location table. If more than one code is required, you must separate them with commas (for example, 01, 02).

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER106CN OEE Groups/Jobs Filled/Vacatd Report

Description	This is an Ontario, Canada, employment equity specific report that lists the totals of active employees within the defined area code(s) employed within the date range. The totals are displayed by designated groups versus occupational groups and broken down by salary groups and jobs filled or vacated. All active employees are considered if they have completed a survey and if the information has been entered into the system. If an employee's location code or NOC code is blank, their information isn't included. The action codes defined for HireSet controls who is considered a 'Job Filled' and the action codes defined for TermSet controls who are considered a 'Job Terminated'. The action codes defined for ChangeSet causes the report to look at the employee's

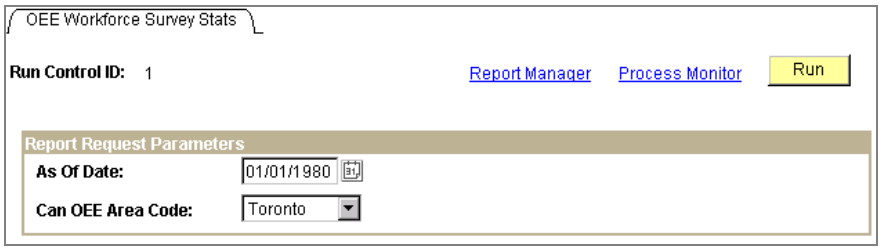
	previous job to determine the 'Job Vacated' and the current job a 'Job Filled'.
Report ID	PER106CN
Type of Report	SQR
Parameters	From Date, Thru Date, Can OEE Area Code
Source	RUNCTL_FTCANAC
Source Records	JOB, CAN_OEE_SURVEY, JOBCODE_TBL, LOCATION_TBL, CAN_NOC_TBL
Sorted By	CAN_OEE_AREA_CD, CAN_NOC_OCC_GROUP

Generating the OEE Workforce Survey Stats Report

While the Ontario Employment Equity Commission (OEEC) no longer requires employees in Ontario to complete workforce surveys, PeopleSoft continues to offer OEE reporting functionality. The OEE Work Force Survey Stats report lists the number of surveys received and the numbers that were completed.

OEE Work Force Survey Stats Report Page

Usage	Use the OEE Work Force Survey Stats page to generate the OEE Work Force Survey Stats report.
Object Name	RUNCTL_PER105CN
Navigation	**Administer Workforce, Administer Workforce (GBL), Report Lcl, OEE Workforce Survey Stats, OEE Workforce Survey Stats**
Access Requirements	Enter a Run Control ID.



OEE Work Force Survey Stats page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

As of Date	Statistics are based on all valid surveys received before and including this date.
Can OEE Area Code	Enter a code from the CEC management codes defined in the location table. The report lists the totals of active employees within each defined area code(s).

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

PER105CN OEE Work Force Survey Stats Report

Description	This is an Ontario, Canada, employment equity specific report that lists the number of surveys received and the numbers that were completed.
Report ID	PER105CN
Type of Report	SQR
Parameters	As of Date, Can OEE Area Code
Source	RUNCTL_PER105CN
Source Records	CAN_OEE_SURVEY, JOB, LOCATION_TBL
Sorted By	OEE_AREA_CD

Administer Workforce Reports for Germany

In addition to the globally available Administer Workforce reports, the following reports for Germany are available in the Administer Workforce, Report Lcl menu.

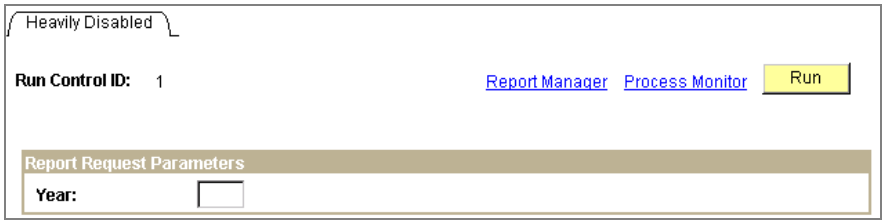
Generating the GER Heavily Disabled Report

The GER Heavily Disabled Report prints out a list of heavily disabled employees and additional information about the disability

GER Heavily Disabled Report Page

Usage	Use the GER Heavily Disabled page to generate the GER Heavily Disabled report.

Object Name	RUNCTL_PER039GR
Navigation	**Administer Workforce, Administer Workforce (GBL), Report Lcl, GER Heavily Disabled, Heavily Disabled**
Access Requirements	Enter a Run Control ID.



GER Heavily Disabled page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Year The report prints a list of heavily disabled employees for the year specified.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER039GR GER Heavily Disabled Report

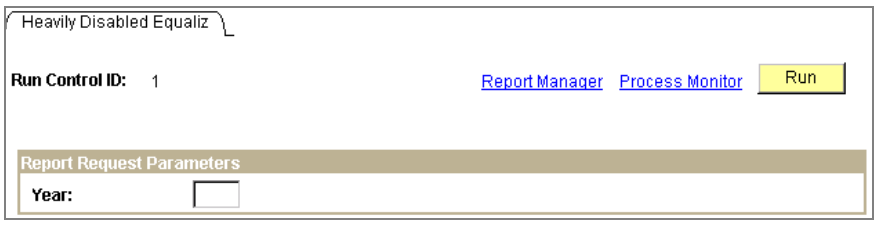
Description	This report prints a list of heavily disabled employees and additional information about the disability.
Report ID	PER039GR
Type of Report	SQR
Parameters	Year
Source	RUNCTL_PER039GR
Source Records	PS_DISABILITY_GER, PS_GP_SI_DUEVO_GER, PS_JOB, PS_PERSONAL_DATA, PS_SET_CNTRL_REC
Sorted By	COMPANY, LOCATION, DEPTID, NAME

Generating the GER Heavily Disabled Equaliz. Report

The GER Heavily Disabled Equaliz report calculates the required number of heavily disabled employees and the equalization amount of money if the required number of heavily disabled employees is not fulfilled.

GER Heavily Disabled Equaliz. Report Page

Usage	Use the GER Heavily Disabled Equaliz. (German Heavily Disabled Equalization) page to generate the GER Heavily Disabled Equaliz. report.
Object Name	RUNCTL_PER040GR
Navigation	**Administer Workforce, Administer Workforce (GBL), Report Lcl, GER Heavily Disabled Equaliz., Heavily Disabled Equaliz**
Access Requirements	Enter a Run Control ID.



GER Heavily Disabled Equaliz. page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Year Specify a year for the report.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER040GR GER Heavily Disabled Equaliz. Report

Description	This report determines the required number of heavily disabled employees. The report also calculates the equalization amount of money if the required number of heavily disabled employees is not fulfilled.
Report ID	PER040GR

Type of Report	SQR
Parameters	Year
Source	RUNCTL_PER040GR
Source Records	PS_COMPANY_TBL, PS_DEPT_TBL, PS_DISABILITY_GER, PS_JOB, PS_JOB_LABOR, PS_LOCATION_TBL, PS_SETID_TBL, PS_SET_CNTRL_REC
Sorted By	Company, SetID, Location, Department ID

Administer Workforce Reports for Italy

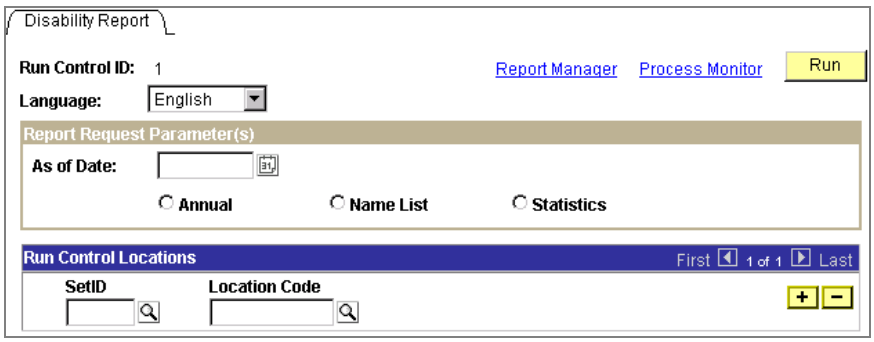
In addition to the globally available Administer Workforce reports, the following reports for Italy are available in the Administer Workforce, Report Lcl menu.

Generating the ITA Disability Report

You can run the Annual, Name List, or Disability Statistics reports.

ITA Disability Report Page

Usage	Use the Disability Report page to run on of three disability reports. You can run the Annual, Name List, or Disability Statistics reports from this report page.
Object Name	RUNCTL_PER060
Navigation	**Administer Workforce, Administer Workforce (GBL), Report Lcl, ITA Disability, Disability Report**
Access Requirements	Enter a Run Control ID.



ITA Disability Report page

Report Request Parameter(s)

As of Date Indicate the date as of which the system should collect employee disability information.

Annual Select the **Annual** option if you want to run the annual report, listing the number of disabled employees sorted by disability type and gender.

Name List Select the **Name List** option if you want to run the report listing the names of disabled employees by location and gender.

Statistics Select the **Statistics** option if you want to run the report listing, by location, the number of disabled and able-bodied employees. Part- and full-time disabled employees are counted as one. Part-time, able-bodied employees are counted using their FTE value. If an able-bodied employee has an FTE value of 0.5 then they will be counted as 0.5 on this report. Full-time, able-bodied employees will be counted as 1.

Run Control Locations

SetID Select the **SetID** of the company whose disability statistics you are reporting on.

Location Code Select the **Location Code** of the location whose disability statistics you are reporting on.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

PER060 ITA Disability Report

Description	The Annual report lists the number of disabled employees sorted by disability type and gender. The Name List report lists the names of disabled employees by location and gender. The Statistics report lists, by location, the number of disabled and able-bodied employees. Part- and full-time disabled employees are counted as one. Part-time, able-bodied employees are counted using their FTE value. If an able-bodied employee has an FTE value of 0.5 then they will be counted as 0.5 on this report. Full-time, able-bodied employees

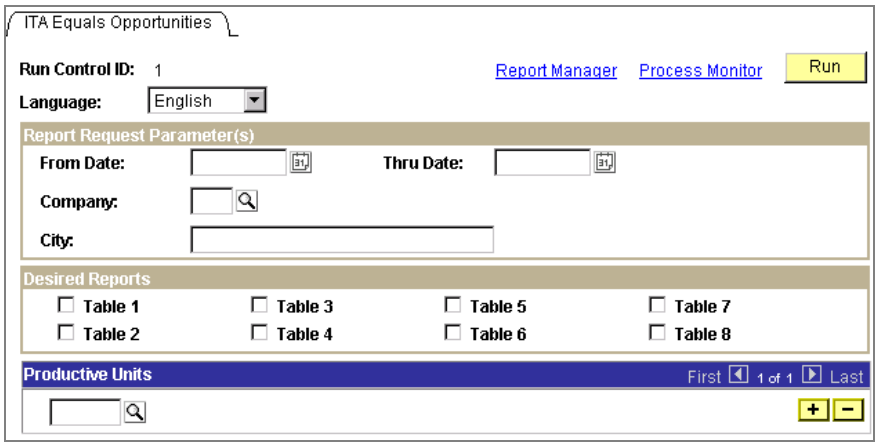
	will be counted as 1.
Report ID	PER060
Type of Report	SQR
Parameters	As of Date, SetID, Location Code, as well as Annual, Name List, or Statistics.
Source Records	PERSONAL_DATA, DISABILITY, JOB
Source	RUNCTL_PER060
Sorted By	Annual: by disability type and gender. Name List: by location and gender. Statistics: by location.

Generating the ITA Equal Opportunities Report

The Italian Equal Opportunities report is submitted every two years and consists of eight different tables. All companies with 100 or more employees are required to submit this report.

ITA Equal Opportunities Report Page

Usage	Use the Equal Opportunities report page to run the Italian equal opportunities report.
Object Name	RUNCTL_PER053
Navigation	**Administer Workforce, Administer Workforce (GBL), Report Lcl, ITA Equal Opportunities, ITA Equals Opportunities**
Access Requirements	Enter a Run Control ID.



ITA Equal Opportunities report page

Language Select the **Language** of the report from the list of available options.

Report Request Parameter(s)

From Date Enter the date from which you want to report.

Thru Date Enter the date through which you want to report.

Company Select the **Company** you're reporting on.

City Enter the **City** you're reporting on.

Desired Reports

Table 1-8 Select the Equal Opportunities report tables you would like to populate. The Equal Opportunities report tables are defined earlier in the Italy Equal Opportunities Report section.

Productive Units

Productive Units Select the **Productive Units** of the employees you're reporting on.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER053 ITA Equal Opportunities Report

Description	The Italian Equal Opportunities report is submitted every two years and consists of eight different tables.
Report ID	PER053
Type of Report	SQR
Parameters	From Date, Thru Date, Company, City, Productive Units.
Source	RUNCTL_PER053
Source Records	PS_JOB, PS_PERSONAL_DATA, PS_TRAINING, PS_COURSE_TBL, PS_COMPANY_TBL, PS_UNITA_PROD_TBL, PS_WKF_CNT_TYPE, PS_EMPL_CTG_L1, PS_EMPL_CTG_L2, PS_TRV_ACTRSN_ITA,
Sorted By	Varies by table

Table 1. Informazioni Generali Sull'azienda.

Table 1 contains the following information:

- Company and location information.
- Total number of employees as of December 31st of the second year of the period reported.
- Economic activity, including IVA organization codes.
- All CCNL information that applies.

Table 2. Informazioni generali sulle unitá nell'ambito comunale.

Table 2 contains the following information:

- Location address.
- Total number of employees at that location as of the reporting date.
- Number of employees as of December 31st of the second year of the period reported.

Table 3. Entrate e uscite nel biennio.

Table 3 contains the following information:

- Number of employees as of December 31st of the first year of the period reported.
- The number of hires as of December 31st of the first year of the period reported.
- The number of terminations as of December 31st of the first year of the period reported.

- Number of employees as of December 31st of the second year of the period reported.

Table 4. Occupati al 31.12 del secondo anno del biennio e promozioni e assunzioni nell'anno.

Table 4 lists the number of employees in each of the following categories: dirigenti, quadri, impiegati, and operai. Within each category, the report lists the number of employees per category level.

Table 5. Occupati al 31.12 del secondo anno del biennio per tipo contratto. CIG e aspettativa

Table 5 lists, per contract type, the number of employees in each of the following categories: dirigenti, quadri, impiegati, and operai.

Table 6. Elenco delle entrate, uscite e trasformazioni contratto (secondo anno del biennio)

Table 6 contains the following information listed by category (dirigenti, quadri, impiegati e operai):

- Hires, including employees transferred from another location of the company, employees changed from another category, and new hires.
- Terminations, including employees transferred to another location of the company, transferred to another category, and termination of the labor relation (pension, resignation, contract expiration, individual or collective dismissal, death, and disability).
- Contract changes, including from ***Determine Period*** to ***Undetermined***, from part-time to full-time, and vice versa.

Table 7. Formazione del personale svolta nel corso del secondo anno del biennio

Table 7 contains the following information listed by category (dirigenti, quadri, impiegati, and operai):

- Number of training participants
- Total of hours of training participation per category

Table 8. Retribuzione annua (secondo anno del biennio) per livello e categoria professionale

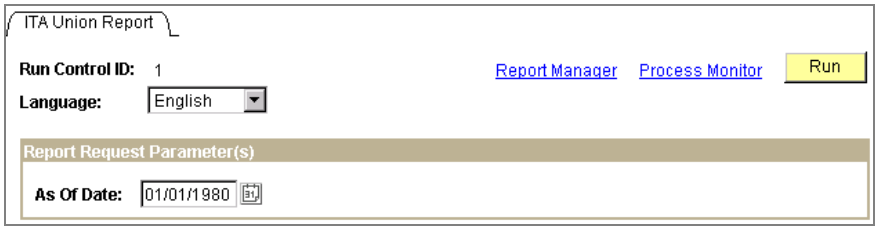
- The annual gross salary amount subdivided by category (dirigenti, quadri, impiegati, and operai) and contractual level.

Generating the ITA Union Report

There are two Italian union reports. You can run a union report generating a list of employees and employee information by union. You can also run a union report listing the number of employees belonging to each union, sorted by category.

ITA Union Report Page

Usage	Use the Union Report page to run the union reports.
Object Name	RUNCTL_PER059
Navigation	**Administer Workforce, Administer Workforce (GBL), Report Lcl, ITA Union, ITA Union Report**
Access Requirements	Enter a Run Control ID.



ITA Union Report page

Language Select the **Language** of the report from the list of available options.

As of Date Indicate the data as of which the system should collect union disability information.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER059 ITA Union Report

Description	There are two Italian union reports. You can run a union report generating a list of employees and employee information by union. You can also run a union report listing the number of employees belonging to each union, sorted by category.
Report ID	PER059
Type of Report	SQR
Parameters	As of Date
Source	RUNCTL_PER059
Source	PERSONAL_DATA, JOB

Records	
Sorted By	By union or by category.

Administer Workforce Reports for the Netherlands

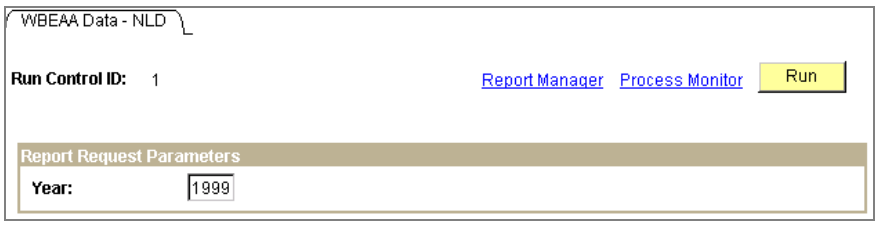
In addition to the globally available Administer Workforce reports, the following report for the Netherlands is available in the Administer Workforce, Report Lcl menu.

Generating the NLD Law SAMEN Statistics Report

This report produces the required SAMEN statistics information related to the number of people in the workforce born in a so-called SAMEN country, or of whom one of the parents has been born in one such country.

NLD Law SAMEN Statistics Report Page

Usage	Use the NLD Law SAMEN Statistics page to generate the NLD Law SAMEN Statistics report.
Object Name	RUNCTL_PER038_NL
Navigation	**Administer Workforce, Administer Workforce (GBL), Report Lcl, NLD Law SAMEN Statistics, WBEAA Data - NLD**
Access Requirements	Enter a Run Control ID.



NLD Law SAMEN Statistics page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Year Enter the Year the report should cover.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER038NL NLD Law SAMEN Statistics Report

Description	This is a Netherlands-specific report that aims at providing the correct and required information related to the number of people in the workforce, whether full-time or part-time, that are born in a so-called SAMEN country, or of whom one of the parents has been born in one such country.
Report ID	PER038NL
Type of Report	SQR
Parameters	Year
Source	RUNCTL_PER038_NL
Source Records	PERSONAL_DATA, WBEAA_CNTRY_TBL, DIVERSITY, XLATTABLE
Sorted By	Employee ID

Administer Workforce Reports for Spain

In addition to the globally available Administer Workforce reports, the following report for Spain is available in the Administer Workforce, Report Lcl menu.

Generating the ESP Official List Report

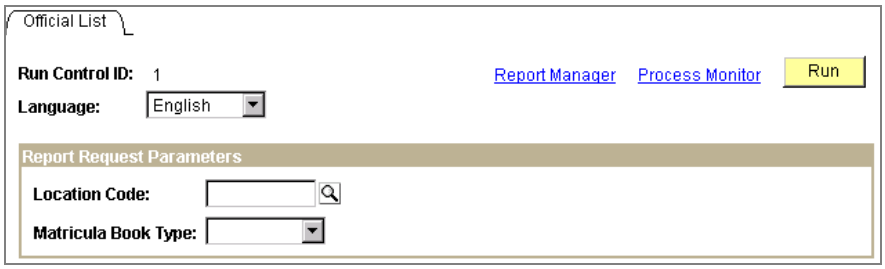
The Spanish government requires organizations that do business in Spain to keep a Matricula Book, an official company registry of employee-related data. You maintain the book both at the company level and by work site. While you don't have to report information from the Matricula book to the government, a government inspector making an on-site inspection may ask to review the Matricula book.

You'll use the ESP Official List report to compile the information you need for Matricula book reporting.

ESP Official List Report Page

Usage	Use the ESP Official List page to generate the Spanish Official List report.
Object Name	RUNCTL_PER054_ESP

Navigation	**Administer Workforce, Administer Workforce (GBL), Report Lcl, ESP Official List, Official List**
Access Requirements	Enter a Run Control ID.



ESP Official List page

The system displays the **Run Control ID** you entered when you opened the page.

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Language, Location Code.**

Matricula Book Type Select whether to run the report for ***All*** matricula books, which includes historical employee data, or for the ***current*** book only, which includes only current data.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER054 ESP Official List Report

Description	You'll use the ESP Official List report to compile the information you need for Matricula book reporting.
Report ID	PER054ES
Type of Report	Crystal
Parameters	Location Code, Matricula Book Type
Source Records	PERSONAL_DATA, JOB, PERS-NID, EMPLOYMENT
Source	RUNCTL_PER054_ESP
Sorted By	Location, Matricula number.

The Official List report includes the following information for each employee:

- Matricula number.
- Employee - first surname.
- Employee - second surname.
- Employee - first name.
- Gender.
- Marital status.
- Birth date.
- Birth city.
- Birth province.
- Social Security number.
- Hire date.
- Professional category & date (this may result in multiple entries if the employee's category changes).
- Social Security category (Tarifa de Cotizacion). Termination date.
- Comments.

Administer Workforce Reports for Switzerland

In addition to the globally available Administer Workforce reports, the following report for Switzerland is available in the Administer Workforce, Report Lcl menu.

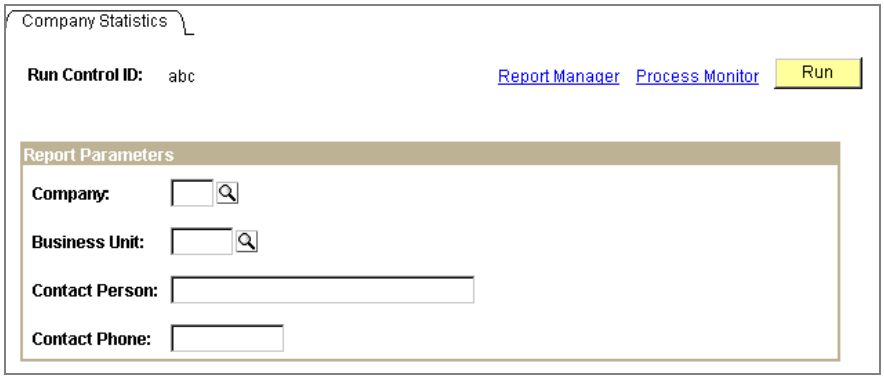
Generating the Swiss Company Statistics Report

The Swiss Federal Department of Statistics requires all Swiss companies to create the Company Statistics Report (Betriebszaehlung) every ten years, to provide information on employee wages, occupations, and other data.

CHE Company Statistics Report Page

Usage	Use the CHE Company Statistics Report page to run the Swiss Company Statistics Report.
Object Name	RUNCTL_PER001_CHE

Navigation	**Administer Workforce, Administer Workforce (GBL), Report Lcl, CHE Company Statistics Report, Company Statistics**
Access Requirements	Enter a Run Control ID.



CHE Company Statistics Report page

The Run Control ID is displayed at the top of the page.

Company Select the **Company**.

Business Unit Select the **Business Unit**.

Contact Person Enter the name of the **Contact Person**.

Contact Phone Enter the **Contact Phone**.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER001CHE CHE Company Statistics Report

Description	This report provides information on employee wages, occupations, and other data necessary for the Company Statistics Report (Betriebszaehlung).
Report ID	PER001CHE
Type of Report	SQR
Parameters	Company, Business Unit, Contact Person, Contact Phone.

Source	RUNCTL_PER001_CHE
Source Records	PERSONAL_DATA, JOB, CITIZENSHIP, REG_REGION_TBL
Sorted By	Citizenship, FTE

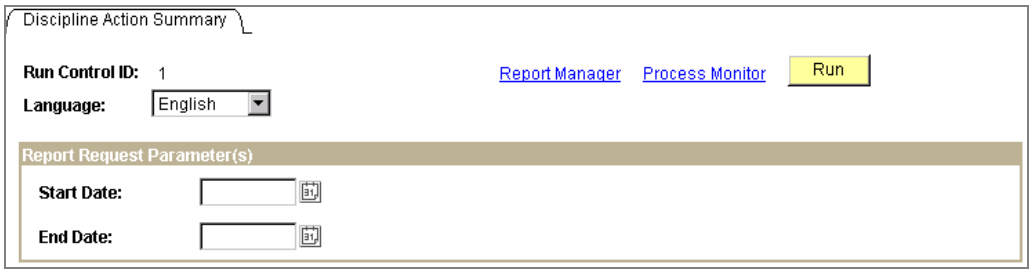
Manage Labor Relations Reports

PeopleSoft Human Resources provides reports for tracking disciplinary actions and grievances, as well as union information.

Generating the Discipline Action Summary Report

Discipline Action Summary Report Page

Usage	Use the Discipline Action Summary page to generate the Discipline Action Summary report.
Navigation	**Administer Workforce, Manage Labor Relations (GBL), Report, Discipline Action Summary**
Access Requirements	Enter a Run Control ID.



Discipline Action Summary page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date, End Date The report summarizes all disciplinary actions taken against employees within the date range specified by **Start Date** and **End Date**.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

OHS002 Discipline Action Summary Report

Description	This report summarizes all disciplinary actions taken against employees within a specified date range. The report will itemize Actions by date, by incident, and by employee.
Report ID	OHS002
Type of Report	Crystal
Parameters	From Date, Thru Date
Source	RUNCTL_OHS_FROMTO
Source Records	PS_DISC_SUM_VW, PS_PERSONAL_DTA_VW
Sorted By	Discipline Date, Action Date

Generating the Employee Disciplinary Action Report

The Employee Disciplinary Action report lists the detailed disciplinary action information for a specific employee.

Employee Disciplinary Action Report Page

Usage	Use the Employee Disciplinary Action page to generate the Employee Disciplinary Action report.
Object Name	RUNCTL_OHS005
Navigation	• **Administer Workforce, Manage Labor Relations (GBL), Report, Employee Disciplinary Action, Employee Disciplinary Action** • **Administer Workforce, Manage Labor Relations (USF), Report, EE Disciplinary Action, Employee Disciplinary Action**
Access Requirements	Enter a Run Control ID.



Employee Disciplinary Action page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

EmplID Enter the ID of the employee you want to report on.

Start Date Enter the begin date of the reporting period

End Date Enter the End Date of the reporting period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

OHS005 Employee Disciplinary Action Report

Description	This report lists the detailed disciplinary action information for a specific employee, within a specified date range. The report will itemize Action detail, within an incident, for a given employee.
Report ID	OHS005
Type of Report	SQR
Parameters	Employee ID, From Date, Ending Date
Source	RUNCTL_OHS005
Source Records	PS_EMP_DISACT_VW , PS_DISCIPLIN_ACTN
Sorted By	EmplID, Discipline Date, Action Date

Generating the Grievance Detail Report

The Grievance Detail report lists the detailed grievance information for a formally filed grievance against the company.

Grievance Detail Report Page

Usage	Use the Grievance Detail page to generate the Grievance Detail report.
Navigation	**Administer Workforce, Manage Labor Relations (GBL), Report, Grievance Detail**
Access Requirements	Enter a Run Control ID.



Grievance Detail page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

OHS004 Grievance Detail Report

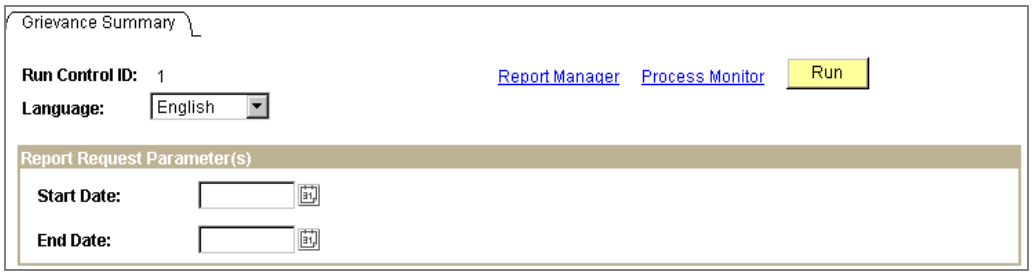
Description	This report lists the detailed grievance information for a formally filed grievance against the company.
Report ID	OHS004
Type of Report	Crystal
Parameters	None
Source	RUNCTL_OHS_NONE
Source Records	GRV_DETAIL_VW
Sorted By	Grievance ID, Action Date

Generating the Grievance Summary Report

The Grievance Summary report summarizes the Grievances filed against the company, along with their associated actions and resolutions.

Grievance Summary Report Page

Usage	Use the Grievance Summary page to generate the Grievance Summary report.
Navigation	**Administer Workforce, Manage Labor Relations (GBL), Report, Grievance Summary**
Access Requirements	Enter a Run Control ID.



Grievance Summary page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date Enter the start date of the reporting period.

End Date Enter the end date of the reporting period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

OHS006 Grievance Summary Report

Description	This report summarizes the Grievances filed against the company, and their associated steps, within a specified date range.
Report ID	OHS006

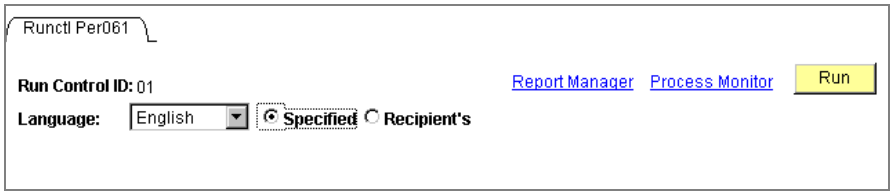
Type of Report	Crystal
Parameters	From date, grievance date
Source	RUNCTL_OHS_FROMTO
Source Records	PS_GRIEV_RPT_VW
Sorted By	Grievance Date, Action Date

Generating Labor Relations Letters

You can create Labor Relations letters in your word processor by directly accessing the data you need from your database.

Labor Relations Letters Report Page

Usage	Use the Labor Relations Letters page to generate labor relations letters.
Object Name	PER061
Navigation	**Administer Workforce, Manage Labor Relations (GBL), Report, Labor Relations Letters**
Prerequisites	Enter the letter code on the Disciplinary Action page or the Grievance Steps page.
Access Requirements	Enter a Run Control ID.



Labor Relations Letters page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Select whether the letter should be generated in the language specified or in the language of the recipient.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Labor Relations Letters

PeopleSoft Human Resources provides the following four standard Labor Relations Letters.

Purpose of Letter	*Letter Code*	*Data Extract File*	*Word Letter Template*
Confirmation of Disciplinary Action Filed	DAF	MLRDAF.LTR	LTRDAF.DOC
Confirmation of Disciplinary Action Resolution	DAR	MLRDAR.LTR	LTRDAR.DOC
Confirmation of Grievance Filed	GRF	MLRGRF.LTR	LTRGRF.DOC
Confirmation of Grievance Resolution	GRR	MLRGRR.LTR	LTRGRR.DOC

For more information about generating form letters, see Generating Form Letters.

Generating the USF Union Membership Report

The Union Membership report, for U.S. Federal Government users, lists each union organization and the employees who are members.

Union Membership Report Page

Usage	Use the Union Membership page to generate the Union Membership report.
Navigation	**Administer Workforce, Manage Labor Relations (USF), Report, Union Membership Page**
Access Requirements	Enter a Run Control ID.



Union Membership page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Before you run this report be sure to first run the Refresh Employees Table process.

FGHR015 Union Membership Report

Description	This report lists each union organization and the employees who are members. It shows the following information: Employee ID, name, date hired, seniority date, department, location, job title, and shift. The report also indicates whether the employee is salaried, hourly, or exempt and whether their job is regular or temporary and full or part-time. Salary information includes pay group and hourly pay rate.
Report ID	FGHR015
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_EMPLOYEES, PS_UNION_TBL, PS_JOB_LABOR, PS_FAST_PERSGL_VW2, SOPRDEFN
Sorted By	Company, Union Code, Bargaining Unit, Employee Name

Generating the CAN/USA Union Membership Report

The CAN/USA Union Membership report, for users in the USA and Canada, lists each union organization and the employees who are members.

CAN/USA - Union Membership Report Page

Usage	Use the CAN/USA - Union Membership page to generate the CAN/USA - Union Membership report.
Navigation	**Administer Workforce, Manage Labor Relations (GBL), Report Lcl, CAN/USA - Union Membership**
Access Requirements	Enter a Run Control ID.



CAN/USA - Union Membership page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER009 CAN/USA - Union Membership Report

Description	This report lists each union organization and the employees who are members. It shows the following information: Employee ID, name, date hired, seniority date, department, location, job title, and shift. The report also indicates whether the employee is salaried, hourly, or exempt and whether their job is regular or temporary and full or part-time. Salary information includes pay group and hourly pay rate.
Report ID	PER009
Type of Report	SQR
Parameters	None

Source	PRCSRUNCNTL
Source Records	PS_EMPLOYEES, PS_UNION_TBL, PS_JOB_LABOR, PS_FAST_PERSGL_VW2, SOPRDEFN
Sorted By	Company, Union Code, Bargaining Unit, Employee Name

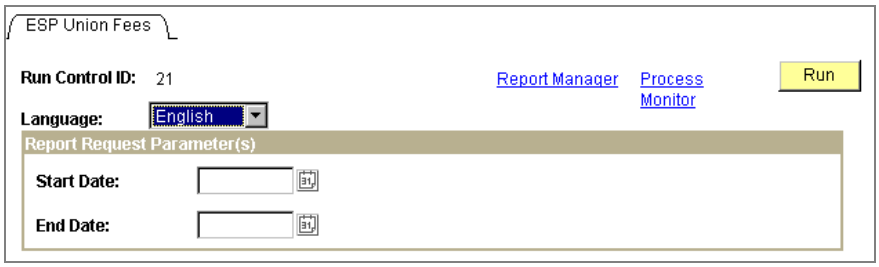
Before you run this report be sure to first run the Refresh Employees Table process.

Generating the ESP Union Fees Report

The ESP Union Fees report is a report for users in Spain. It shows the employees and fees per union and month.

ESP Union Fees Report Page

Usage	Use the ESP Union Fees page to generate the ESP Union Fees report.
Object Name	RUNCTL_PER055_ESP
Navigation	**Administer Workforce, Manage Labor Relations (GBL) Report Lcl, ESP Union Fees**
Access Requirements	Enter a Run Control ID.



ESP Union Fees page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Start Date Enter the start date of the reporting period.

End Date Enter the end date of the reporting period.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

PER055 ESP Union Fees Report

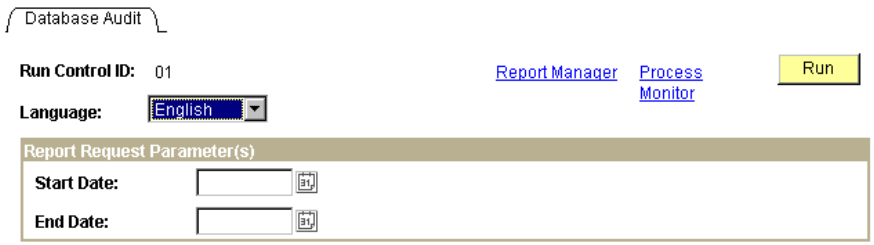
Description	This report shows the employees and fees per union and month.
Report ID	PER055
Type of Report	Crystal
Parameters	Start Date, End Date
Source	RUNCTL_PER055_ESP
Source Records	JOB, JOB_LABOR and PERSONAL_DATA
Sorted By	Union, employee ID

Generating the Database Audit Report

Use this report to monitor changes, additions, or deletions made to sensitive fields such as salary amounts.

Database Audit Report Page

Usage	Use the Database Audit page to run the database audit process and print the database audit report.
Navigation	**Administer Workforce, Administer Workforce (GBL), Process, Database Audit** **Administer Workforce, Administer Workforce (USF), Process, Database Audit**
Prerequisites	Prior to the reporting period, mark sensitive fields for audit using the Application Designer field properties functionality.
Access Requirements	Enter a Run Control ID.



Database Audit page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Start Date Enter the start date of the reporting period.

End Date Enter the end date of the reporting period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

PER029 Database Audit Report

Description	This report lists all changes, additions, or deletions made to fields previously marked as an audit field. Use it to monitor sensitive fields such as salary amounts.
Report ID	PER029
Type of Report	SQR
Parameters	From date and thru date range
Source	RUNCTL_FROMTHRU
Source Records	PSAUDIT, PSRECFIELD
Sorted By	Record name, user ID, time stamp

CHAPTER 2

Running Position Management Reports

This chapter explains how to generate PeopleSoft Position Management reports and details the output results of those reports. Position Management reports provide information on position data and incumbent job related data. You'll find these reports useful for organizational planning, budgeting, and checking for discrepancies between employee data and position data.

USF USF-only reports are listed at the end of the chapter. For all other reports, assume that the report details are the same for the USF report, unless otherwise indicated. If the report is not used by USF at all, it will be noted.

For more information on generating these reports see Introduction to PeopleSoft Reporting. **For a complete alphabetical listing** of all PeopleSoft HRMS reports see List of Reports in PeopleSoft Human Resources.

Common Run Control Pages for Position Management Reports

Under the **Manage Positions, Report** menu in PeopleSoft Position Management, you'll find several variations of the same page. The object page name (RUNCTL_ASOFDATE, RUNCTL_FGASOFDT, PRCSRUNCNTL, and RUNCTL_POSN_NBR) remains the same throughout, as do the fields; however, the actual names of the page and the reports produced vary depending on the business process.

RUNCTL_ASOFDATE Report Run Control Page

The RUNCTL_ASOFDATE Report Run Control page is documented in Common PeopleSoft HRMS Report Run Control Pages. Use the RUNCTL_ASOFDATE page to run the following reports:

- Position Status report
- Active Position History report
- Build Position Structure report

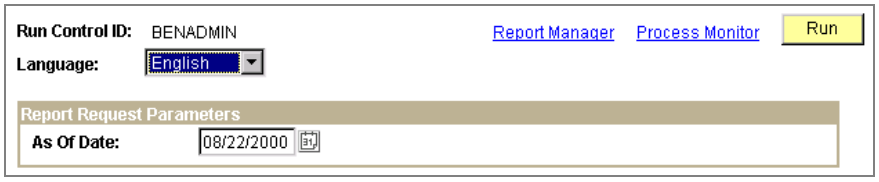
PRCSRUNCNTL Report Run Control Page

The PRCSRUNCNTL Report Run Control page is documented in Common PeopleSoft HRMS Report Run Control Pages. Use the RUNCTL_ASOFDATE page to run the following reports:

- Vacant Position report
- Occupation Series report
- Position Title Table report

RUNCTL_FGASOFDT Report Run Control Page

Object Name	RUNCTL_FGASOFDT
Navigation	• **Develop Workforce, Manage Positions (USF), Report, Active Position History, Active Position History** • **Develop Workforce, Manage Positions (USF), Report, Incumbent History, Incumbent History** • **Develop Workforce, Manage Positions (USF), Report, Job Code/Position Audit Rpt, Parameters**
Access Requirements	Enter a Run Control ID.



RUNCTL_FGASOFDT page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language,** and **As Of Date.**

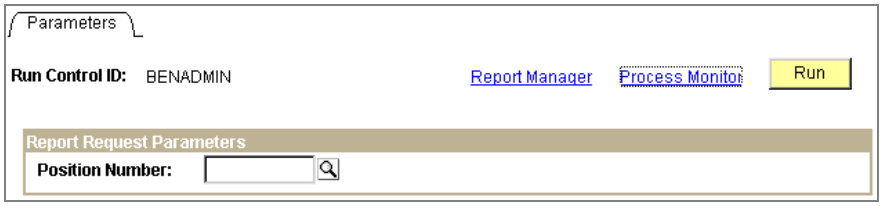
List of Reports that Use the RUNCTL_FGASOFDT Page

Use the RUNCTL_FGASOFDT page to run the following reports:

- Incumbent History report for USF
- Active Position History report for USF
- Job Code/Position Audit Rpt for USF

RUNCTL_POSN_NBR Report Run Control Page

Description	Use this run control page to run two USF Position Management reports.
Object Name	RUNCTL_POSN_NBR
Navigation	• **Develop Workforce, Manage Positions (USF), Report, Complete Position Description, Parameters** • **Develop Workforce, Manage Positions (USF), Report, Job Code Text, Parameters** • **Develop Workforce, Manage Positions (USF), Report, Position Summary Report, Parameters**
Access Requirements	Enter a Run Control ID.



Parameters page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Position Number Select the **Position Number** of the position you would like to report on.

List of Reports that Use the RUNCTL_POSN_NBR Page

Use the RUNCTL_POSN_NBR page to run the following reports:

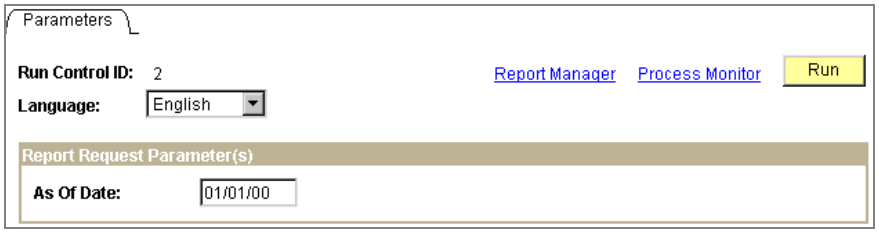
- USF Position Summary report
- USF Job Code Text report
- USF Complete Position Description report

Generating the Active Position History Report

The Active Position History report lists all current and historical data related to a position, for all active positions in the organization. The report lists information on each active position, including its effective date, the associated action reason, title, reporting hierarchy, and location.

Parameters Page

Usage	Use this run control page to run the Active Position History report.
Navigation	**Develop Workforce, Manage Positions, Reports, Active Position History**
Access Requirements	Enter a Run Control ID.



Parameters page

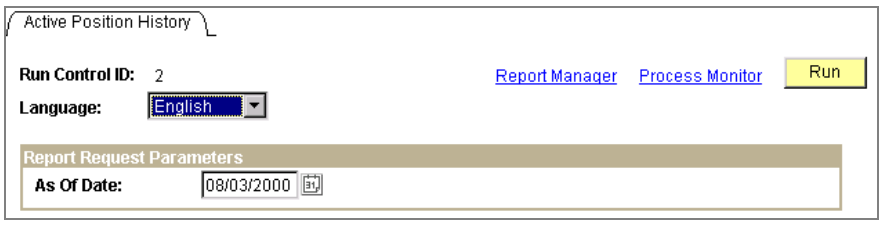
The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID. Language, As Of Date.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

USF Active Position History Page

Usage	Use this run control page to run the Active Position History report.
Navigation	**Develop Workforce, Manage Positions (USF), Reports, Active Position History**
Access Requirements	Enter a Run Control ID.



Active Position History page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID. Language, As Of Date.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Active Position History Report

Description	The Active Position History report lists all current and historical data related to a position, for all active positions in the organization. The report lists information on each active position, including its effective date, the associated action reason, title, reporting hierarchy, and location.
Report ID	POS004
Type of Report	SQR
Parameters	As of Date
Source	RUNCTL_ASOFDATE
Source Records	POSITION_DATA
Sort By	Position Number, Effective Date

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

USF Active Position History Report

Description	The Active Position History report lists all current and historical data related to a position, for all active positions in the organization. The report lists information on each active position, including its effective date, the associated action reason, title, reporting hierarchy, and location.

Report ID	FGHR027
Type of Report	SQR
Parameters	As of Date
Source	RUNCTL_FGASOFDT
Source Records	POSITION_DATA
Sort By	Position Number, Effective Date

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the Active/Inactive Positions Report

This report lists the current position-related data for active positions, inactive positions, or both, depending on which you select to run. Inactive positions appear with an ***I*** in the Position Status column.

Parameters Page

Usage	Use the Active/Inactive Positions report page to run a report on the active, inactive, or both, positions in your organization.
Object Name	RUNCTL_POS002
Navigation	**Develop Workforce, Manage Positions, Report, Active/Inactive Positions, Parameters**
Access Requirements	Enter a Run Control ID in the search dialog box.



Parameters page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, As Of Date.**

Active Positions Select the **Active Positions** check box if you want to report on the active positions in your organization.

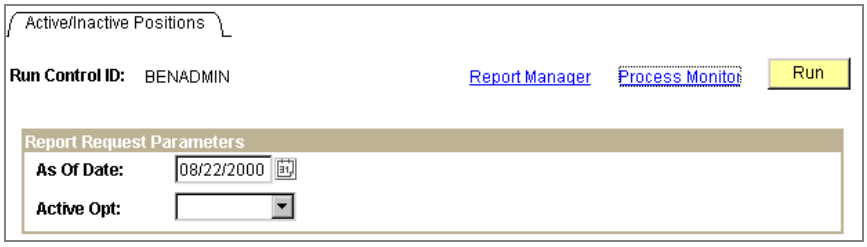
Inactive Positions Select the **Inactive Positions** check box if you want to report on the inactive positions your organization.

Click **Run** to run this request. Process Scheduler runs the Active/Inactive Positions process at user-defined intervals.

For more information about Process Scheduler, see Process Scheduler.

USF Active/Inactive Positions Page

Usage	Use the Active/Inactive Positions report page to run a report on the active, inactive, or both, positions in your organization.
Object Name	RUNCTL_FGHR025
Navigation	**Develop Workforce, Manage Positions (USF), Report, Active/Inactive Positions, Active/Inactive Positions**
Access Requirements	Enter a Run Control ID in the search dialog box.



Active/Inactive Positions page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, As Of Date.**

Active Opt Select one of the following options in the **Active Opt** field.

Select ***Active*** to report only on active positions.

Select ***Both*** to report on both active and inactive positions.

Select ***Inactive*** to report only on inactive positions.

Click **Run** to run this request. Process Scheduler runs the Active/Inactive Positions process at user-defined intervals.

For more information about Process Scheduler, see Process Scheduler.

Active/Inactive Positions Report

Description	The Active/Inactive Position report reports on either inactive or active positions, or both. The report lists information by business unit department, job code position status, maximum head count, location, and whether the position is included in the departmental budget.
Report ID	POS002
Type of Report	Crystal
Parameters	As of Date, Status as of Effective Date
Source	RUNCTL_POS002
Source Records	POSITION_DATA, POSITION_SRCH
Sort By	Business Unit, DeptID, Job Code, Position Number

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

USF Active/Inactive Positions Report

Description	The Active/Inactive Position report reports on either inactive or active positions, or both. The report lists information by business unit department, job code position status, maximum head count, location, and whether the position is included in the departmental budget.
Report ID	FGHR025
Type of	Crystal

Report	
Parameters	As of Date, Status as of Effective Date.
Source	RUNCTL_FGHR025
Source Records	POSITION_DATA, POSITION_SRCH
Sort By	Business Unit, DeptID, Job Code, Position Number

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the Build Position Structure Report

Once you enter all the reporting relationships among positions in the Position Data component you'll run this SQR. The Build Position Structure report enters a value in the ORG_CODE field and defines the position in the hierarchy. When you run the Build Position Structure report the system will update the position structure with data valid before or on the As of Date you specify.

You'll find this SQR in the Report menu. You should run this utility when you first enter the reporting relationships, any time you add new positions, and when you change reporting relationships among existing positions. You must run this SQR before you can run the Indented Position Hierarchy report, POS006.

When you run Build Position Structure, the system may generate one or more diagnostic messages to help you understand the utility output. They are as follows:

1. If the utility doesn't find a root position (a position that reports to itself), it will display an error message. If you don't have a root node, the utility can't produce a report.

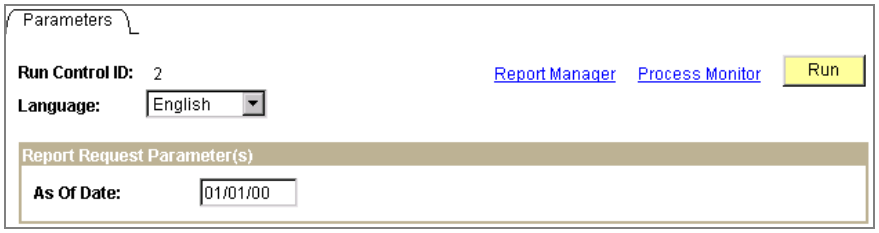
2. If you have circular reporting conditions, such as when position 1 reports to position 2, and position 2 reports to position 1, the utility will display a warning message and the positions won't appear in the report.

3. If you don't have data in the Reports To Position field for a position, the utility will display a warning message. These positions won't appear in the report.

For more information about position hierarchies, see Maximizing Position Data.

Parameters Page

Usage	Use this run control page to run the Build Position Structure report.
Navigation	**Develop Workforce, Manage Positions, Reports, Build Position Structure**
Access Requirements	Enter a Run Control ID.



Parameters page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID. Language, As Of Date.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Build Position Structure Report

Description	The Build Position Structure utility links the positions in the system and creates the reporting hierarchy represented in the Indented Position Report.
Report ID	POS006A
Type of Report	SQR
Parameters	As of Date
Source	RUNCTL_ASOFDATE
Source Records	POSITION_DATA
Sort By	Position Number

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the Exception/Override Report

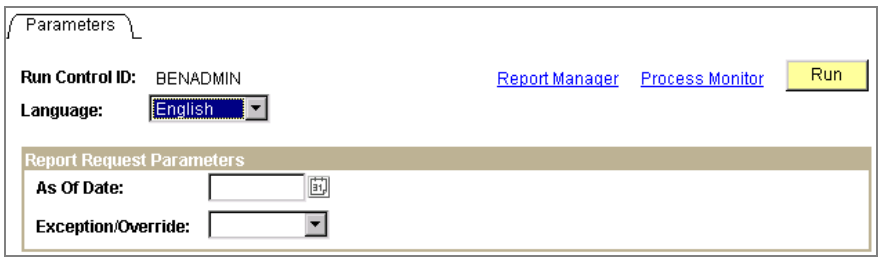
The Exception/Override report audits the data in fields that match in the Position Data component and the current incumbent Job Data component. You can choose to print incumbent job data where you have prevented automatic cross-updating from occurring (overrides), or you can print only exceptions where the incumbent job and position data is out of sync for other reasons (exceptions).

The Exception/Override report lists the position name and the name of the employee assigned to the position and shows the data in the fields that match in the Position Data component and Job Data component. The report displays those employees whose Employee Status is ***Active***, ***Leave of Absence***, ***Suspended***, or ***Leave with Pay.***

When you run this report for exceptions and the Business Title in the incumbent Employment Data doesn't match the Position Title in Position Data, the report prints an asterisk (*) next to the Position Title. The report also prints ***Match*** or ***No Match*** in the Mail Drop column, depending on whether the data is the same in the incumbent job and position data.

Parameters Page

Usage	Use the Exception/Override report page to run a report to audit the data in fields that match in the Position Data component and the current incumbent Job Data component.
Object Name	RUNCTL_POS008
Navigation	**Develop Workforce, Manage Positions, Report, Exception/Override Report, Parameters**
Access Requirements	Enter a Run Control ID in the search dialog box.



Parameters page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language, As Of Date.**

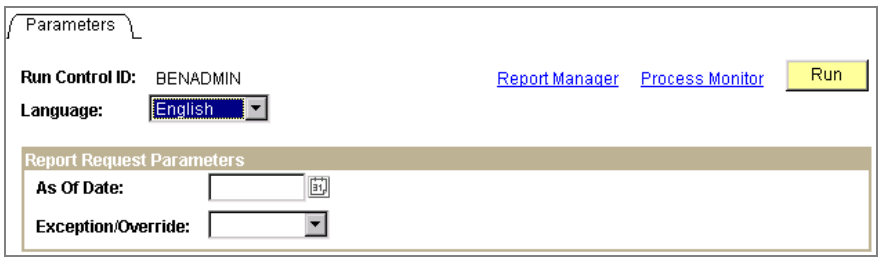
Exception/Override Indicate if you want to run an ***Exception*** or ***Override*** report. When you select ***Override*** the report will print incumbent job data where you have prevented automatic cross updating from occurring. When you select ***Exception***, the report will print only exceptions where the incumbent job and position data is out of sync for other reasons.

Click **Run** to run this request. Process Scheduler runs the Exception/Override Report process at user-defined intervals.

For more information about Process Scheduler, see Process Scheduler.

USF Parameters Page

Usage	Use the Exception/Override report page to run a report to audit the data in fields that match in the Position Data component and the current incumbent Job Data component.
Object Name	RUNCTL_FGHR028
Navigation	**Develop Workforce, Manage Positions (USF), Report, Exception/Override Report, Exception Override Report**
Access Requirements	Enter a Run Control ID in the search dialog box.



Parameters page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language, As Of Date.**

Exception/Override Indicate if you want to run an ***Exception*** or ***Override*** report. When you select ***Override*** the report will print incumbent job data where you have prevented automatic cross updating from occurring. When you select ***Exception***, the report will print only exceptions where the incumbent job and position data is out of sync for other reasons.

Click **Run** to run this request. Process Scheduler runs the Exception/Override Report process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

Exception/Override Report

Description	The Exception/Override report audits the data in fields that match in the Position Data component and the current incumbent Job Data component. You can choose to print incumbent job data where you have prevented automatic cross updating from occurring (overrides), or you can print only exceptions where the incumbent job and position data is out of sync for other reasons (exceptions). The Exception/Override report lists the position name and the name of the employee assigned to the position and shows the data in the fields that match in the Position Data component and Job Data component. The report displays those employees whose Employee Status is ***Active***, ***Leave of Absence***, ***Suspended***, or ***Leave with Pay.*** When you run this report for exceptions and the Business Title in the incumbent Employment Data doesn't match the Position Title in Position Data, the report prints an asterisk (*) next to the Position Title. The report also prints ***Match*** or ***No Match*** in the Mail Drop column, depending on whether the data is the same in the incumbent job and position data.
Report ID	POS008
Type of Report	SQR
Parameters	As of Date, Exception or Override.
Source	RUNCTL_POS008
Source Records	EMPLOYMENT, JOB, JOBCODE_TBL, PERSONAL_DATA, POSITION_DATA
Sort By	Department, Position, Effective Date

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

USF Exception/Override Report

Description	The Exception/Override report audits the data in fields that match in the Position Data component and the current incumbent Job Data component. You can choose to print incumbent job data where you have prevented automatic cross updating from occurring (overrides), or you can print only exceptions where the incumbent job and position data is out of sync for other reasons (exceptions). The Exception/Override report lists the position name and the name of the employee assigned to the position and shows the data in the fields that match in the Position Data component and Job Data component. The report displays those employees whose Employee Status is ***Active***, ***Leave of Absence***, ***Suspended***, or ***Leave with Pay.*** When you run this report for exceptions and the Business Title in the incumbent Employment Data doesn't match the Position Title in Position Data, the report prints an asterisk (*) next to the Position Title. The report also prints ***Match*** or ***No Match*** in the Mail Drop column, depending on whether the data is the same in the incumbent job and position data.
Report ID	FGHR028
Type of Report	SQR
Parameters	As of Date, Exception or Override
Source	RUNCTL_FGHR028
Source Records	EMPLOYMENT, JOB, JOBCODE_TBL, PERSONAL_DATA, POSITION_DATA
Sort By	Department, Position, Effective Date

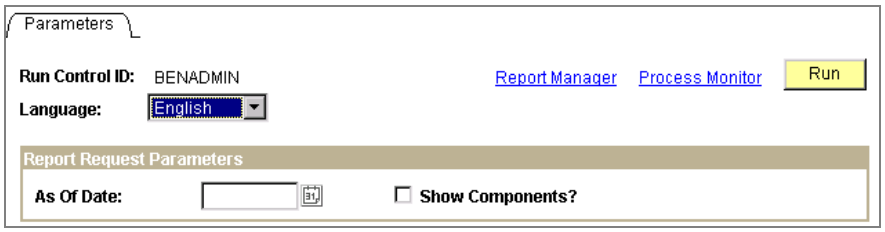
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the Incumbent History Report

The Incumbent History report shows, by position, all current and former incumbents (employees who have held a position) in the organization, beginning with the current incumbent for each position and going back in time. This report prints entry and exit dates for each incumbent, as well as starting and ending salaries.

Parameters Page

Usage	Use the Incumbent History report page to run a report on the current and former position incumbents in your organization.
Object Name	RUNCTL_ASOFDT_COMP
Navigation	**Develop Workforce, Manage Positions, Report, Incumbent History, Parameters**
Access Requirements	Enter a Run Control ID in the search dialog box.



Parameters page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language, As Of Date.**

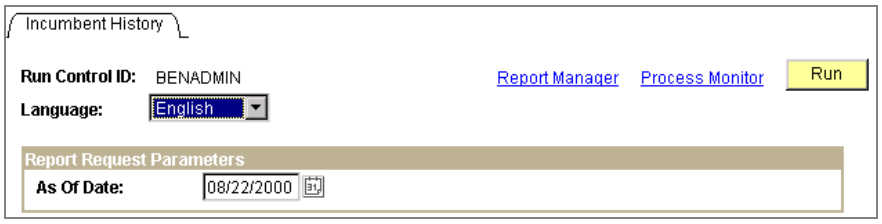
Show Components? Select the **Show Components?** check box if you want the report to display compensation component information for each incumbent.

Click **Run** to run this request. Process Scheduler runs the Incumbent History process at user-defined intervals.

For more information about Process Scheduler, see Process Scheduler.

USF Incumbent History Page

Usage	Use this run control page to run the Incumbent History report.
Navigation	**Develop Workforce, Manage Positions (USF), Reports, Incumbent History**
Access Requirements	Enter a Run Control ID.



Incumbent History page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID. Language, As Of Date.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Incumbent History Report

Description	The Incumbent History report shows, by position, all current and former incumbents (employees who have held a position) in the organization, beginning with the current incumbent for each position and going back in time. This report prints entry and exit dates for each incumbent, as well as starting and ending salaries.
Report ID	POS003
Type of Report	SQR
Parameters	As of Date
Source	RUNCTL_ASOFDT_COMP
Source Records	JOBCODE_TBL, PERSONAL_DATA, POSITION_DATA, POSN_HISTORY, POSN_HISTORY2, POSN_HISTORY3
Sort By	Company, Department, Job Code, Position Number, Incumbent Position

	Entry Date

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

USF Incumbent History Report

Description	The Incumbent History report shows, by position, all current and former incumbents (employees who have held a position) in the organization, beginning with the current incumbent for each position and going back in time. This report prints entry and exit dates for each incumbent, as well as starting and ending salaries.
Report ID	FGHR026
Type of Report	SQR
Parameters	As of Date
Source	RUNCTL_FGASOFDT
Source Records	JOBCODE_TBL, PERSONAL_DATA, POSITION_DATA, POSN_HISTORY, POSN_HISTORY2, POSN_HISTORY3
Sort By	Agency, Department, Job Code, Position Number, Incumbent Position Entry Date

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

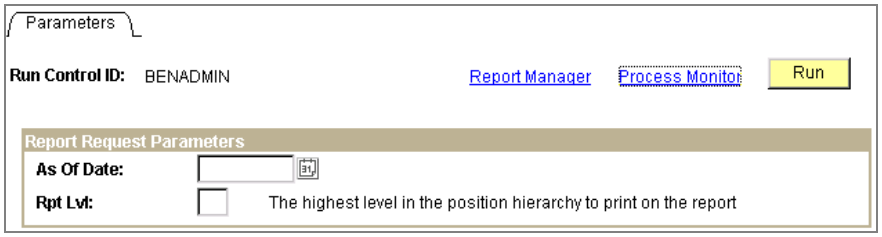
Generating the Indented Position Report

The Indented Position Report provides a visual representation of reporting relationships among positions by level, if any, in the organization, and includes the current incumbent names for each position.

Before you can run this report, you'll need to run the utility Build Position Structure, which links the positions in the system and creates the reporting hierarchy represented in this report.

Parameters Page

Usage	Use the Indented Position report page to run a report creating a visual representation of the reporting relationships in your organization.
Object Name	RUNCTL_POS006
Navigation	• **Develop Workforce, Manage Positions, Report, Indented Position Report, Parameters** • **Develop Workforce, Manage Positions (USF), Report, Indented Position Report, Parameters**
Prerequisites	Build Position Structure report
Access Requirements	Enter a Run Control ID in the search dialog box.



Parameters page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, As Of Date.**

Rpt Lvl (report level) Enter the highest report level you want reported on. For example, if you have 10 report levels and you only want to report on the bottom 5, enter 5 in the Rpt Lvl field.

Click **Run** to run this request. Process Scheduler runs the Indented Position Report process at user-defined intervals.

For more information about Process Scheduler, see Process Scheduler.

Indented Position Report

Description	The Indented Position Report provides a visual representation of reporting relationships among positions by level, if any, in the organization, and includes the current incumbent names for each position. Before you can run this report, you'll need to run the utility Build Position Structure, which links the positions in the system and

	creates the reporting hierarchy represented in this report.
Report ID	POS006
Type of Report	SQR
Parameters	As of Date, Report Level
Source	RUNCNTL_POS006
Source Records	JOB, POSITION_DATA
Sort By	Position Number

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

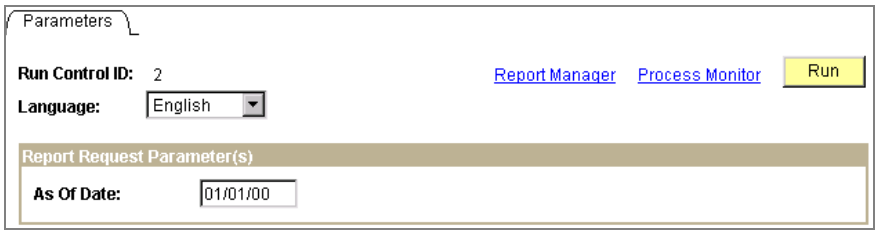
Generating the Position Status Report

The Position Status report inventories the types of positions in your organization, and lists all filled and vacant positions.

Federal users don't use this report.

Parameters Page

Usage	Use this run control page to run the Position Status report.
Navigation	**Develop Workforce, Manage Positions, Reports, Position Status**
Access Requirements	Enter a Run Control ID.



Parameters page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID. Language, As Of Date.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Position Status Report

Description	The Position Status report inventories the types of positions in your organization, and lists all filled and vacant positions. The report captures information about positions, including: Department ID, Job Code, Position Number, Effective Date, Description, Reg/Temp, Confidential Position status, Position Status, Status Date, Internal and External Posting Dates, and the name of the incumbent or incumbents.
Report ID	POS001
Type of Report	SQR
Parameters	As of Date
Source	RUNCTL_ASOFDATE
Source Records	EMPLOYMENT, JOB, JOBCODE_TBL, JOB_REQUISITION, JOB_REQUIS_TYP, PERSONAL_DATA, POSITION_DATA
Sort By	DeptID, Job Code, Position Number

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the Vacant Position Report

The Vacant Position Report lists all currently vacant budgeted positions in the organization.

Run Control Page

Usage	Use this run control page to run the Vacant Position Report.
Navigation	**Develop Workforce, Manage Positions, Reports, Vacant Position Report**
Access Requirements	Enter a Run Control ID.



Run Control page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

USF Run Control Page

Usage	Use the Vacant Position page to run a report listing all currently vacant budgeted positions in your organization.
Object Name	RUNCTL_FGHR010
Navigation	**Develop Workforce, Manage Positions (USF), Report, Vacant Position Report, Vacant Position Report**
Access Requirements	Enter a Run Control ID in the search dialog box.



Vacant Position Report page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run this request. Process Scheduler runs the Vacant Position Report process at user-defined intervals.

For more information about Process Scheduler, see Process Scheduler.

Vacant Position Report

Description	The Vacant Position Report provides a list of all currently vacant, budgeted positions in your organization.
Report ID	POS007
Type of Report	Crystal
Parameters	None
Source	PRCSRUNCNTL
Source Records	POSN_VACANT, DEPARTMENT_SRCH
Sort By	DeptID, Job Code, Position Number

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

USF Vacant Position Report

Description	The Vacant Position Report provides a list of all currently vacant, budgeted positions in your organization.
Report ID	FGHR010
Type of Report	Crystal

Parameters	None
Source	RUNCTL_FGHR010
Source Records	POSN_VACANT, DEPARTMENT_SRCH
Sort By	DeptID, Job Code, Position Number

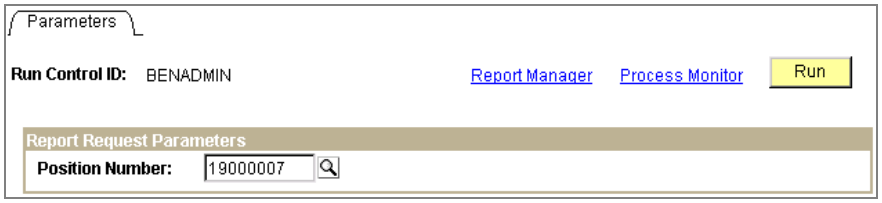
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the USF Complete Position Description Report

The Complete Position Description report prints a complete description of a selected position.

USF Parameters Page

Usage	Use this run control page to run the Complete Position Description report.
Navigation	**Develop Workforce, Manage Positions (USF), Complete Position Description**
Access Requirements	Enter a Run Control ID.



Parameters page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Position Number Select the **Position Number** of the position you would like to report on.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

USF Complete Position Description Report

Description	Prints a complete description of the position.
Report ID	FGPOS819, FGPOS818
Type of Report	Crystal
Parameters	Position Number
Source	RUNCTL_POSN_NBR
Source Records	POSITION_DATA, JOBCODE_TBL, DEPT_TBL, LOCATION_TBL, GVT_SUBAGCY_TBL
Sort By	None

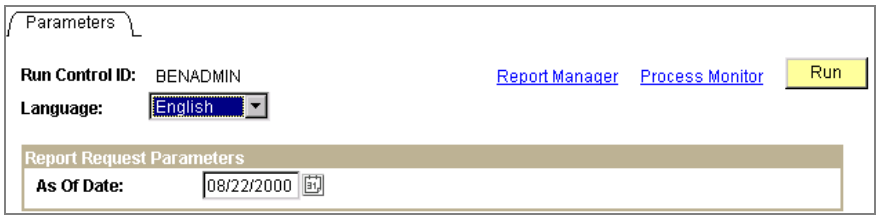
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the USF Job Code/Position Audit Report

The Job Code/Position Audit report cross references position numbers and job codes.

USF Parameters Page

Usage	Use this run control page to run the Job Code/Position Audit report.
Navigation	**Develop Workforce, Manage Positions (USF), Reports, Job Code/Position Audit Rpt**
Access Requirements	Enter a Run Control ID.



Parameters page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID. Language, As Of Date.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

USF Job Code/Position Audit Report

Description	The Job Code/Position Audit report cross references position numbers and job codes.
Report ID	FGHR009
Type of Report	SQR
Parameters	As of Date
Optional Parameters	Agency, Sub Agency, Job Code, Pay Plan, OCC Series, Pay Grade, Supervisory Level
Source	RUNCTL_FGASOFDT
Source Records	POSITION_DATA, JOB_CODE
Sort By	Job Code

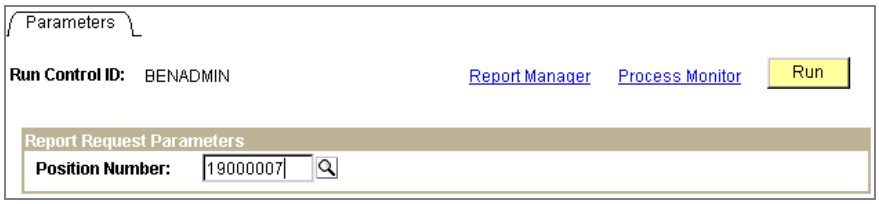
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the USF Job Code Text Report

The Job Code Text report prints the job code text associated with a position and includes the duties, knowledge required by the position, supervisory controls, guidelines, complexity, scope and effect, physical demands, and work environment specifications for a position number.

USF Parameters Page

Usage	Use this run control page to run the Job Code Text report.
Navigation	**Develop Workforce, Manage Positions (USF), Job Code Text**
Access Requirements	Enter a Run Control ID.



Parameters page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Position Number Select the **Position Number** of the position you would like to report on.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

USF Job Code Text Report

Description	The Job Code Text report prints the job code text associated with a position and includes the duties, knowledge required by the position, supervisory controls, guidelines, complexity, scope and effect, physical demands, and work environment specifications for a position number.
Report ID	FGPOS819
Type of	Crystal

Report	
Parameters	Position Number
Source	RUNCTL_POSN_NBR
Source Records	POSITION_DATA, JOBCODE_TBL, DEPT_TBL, LOCATION_TBL, GVT_SUBAGCY_TBL
Sort By	None

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the USF Occupation Series Report

The Occupation Series report generates a listing of the Occupational Series table records.

USF Parameters Page

Usage	Use this run control page to run the Occupation Series Table report.
Navigation	**Develop Workforce, Manage Positions, Reports, Occupation Series Table**
Access Requirements	Enter a Run Control ID.



Run Control page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

USF Occupation Series Report

Description	The Occupation Series report provides the details of the Occupational Series table.
Report ID	FGOCC800
Type of Report	Crystal
Parameters	None
Source	PRCSRUNCNTL
Source Records	GVT_OCCUPATION_TBL
Sort By	Occupation Series, Effective Date

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the USF OF8 Report

The 0F8 report establishes or creates changes to an existing position. This optional form provides a standardized mechanism to identify position information such as title, occupational series, grade, organizational structure, certification blocks, and other position related information.

USF OF8 Report Page

Usage	Use the OF8 page to run the OF8 report.
Object Name	RUNCTL_FGOF8
Navigation	**Develop Workforce, Manage Positions (USF), Report, OF8 Report, OF8 Report**
Access Requirements	Enter a Run Control ID.



0F8 Report page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, As Of Date.**

Position Number Select the **Position Number** of the position you would like to report on.

USF 0F8 Report

Description	The 0F8 report establishes or creates changes to an existing position. This optional form provides a standardized mechanism to identify position information such as title, occupational series, grade, organizational structure, certification blocks, and other position related information.
Report ID	FG0F8
Type of Report	SQR
Parameters	Position Number, As of Date
Source	RUNCTL_FGOF8
Source Records	PS_GVT_POS_DES_TBL, PS_POSITION_DATA, PS_JOBCODE_TBL, PS_PERSONAL_DATA, PS_JOB, PS_DEPT_TBL, PS_AGENCY_TBL, PS_GVT_SUBAGCY_TBL, PS_LOCATION_TBL
Sort By	None

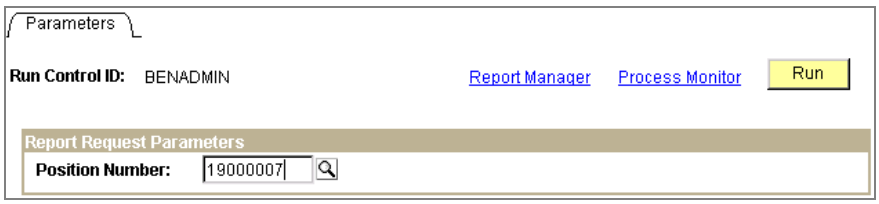
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating USF Position Summary Report

The Position Summary report produces a hard-copy replica of the Position Data Summary component.

USF Parameters Page

Usage	Use this run control page to run the Position Summary Report.
Navigation	**Develop Workforce, Manage Positions (USF), Position Summary Report**
Access Requirements	Enter a Run Control ID.



Parameters page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Position Number Select the **Position Number** of the position you would like to report on.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

USF Position Summary Report

Description	The Position Summary report produces a hard-copy replica of the Position Data Summary component.
Report ID	FGPOS818
Type of Report	Crystal
Parameters	Position Number
Source	RUNCTL_POSN_NBR
Source	POSITION_DATA, JOBCODE_TBL, DEPT_TBL, LOCATION_TBL,

Records	GVT_SUBAGCY_TBL
Sort By	None

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the USF Position Title Table Report

The Position Title Table report generates a listing of the Position Title Table records.

USF Parameters Page

Usage	Use this run control page to run the Position Title Table report.
Navigation	**Develop Workforce, Manage Positions, Reports, Position Title Table**
Access Requirements	Enter a Run Control ID.



Run Control page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

USF Position Title Table Report

Description	The Position Title Table report generates a listing of the Position Title Table records.

Report ID	FGPER815
Type of Report	Crystal
Parameters	None
Source	PRCSRUNCNTL
Source Records	POSITION_DATA
Sort By	Occupational Series, Position Title Code, Effective Date

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

CHAPTER 3

Using Global Assignment Reports

To help you process global assignments for employees and their dependents, we've included reports in the Track Global Assignments menu to review lists of employees that are on assignment and employees who have passports or visas.

In this section we've listed the reports by their ID number, and provided you with a description and a sample of each.



For more information on generating these reports, see PeopleSoft Reporting Tools. **For a complete listing** of all PeopleSoft Human Resources reports see List of Reports in PeopleSoft Human Resources.

List of Global Assignment Reports

Report Name	*Report ID*	*Location*	*Global or Local*
Passport/Visa Expiration Report	PER032	Administer Workforce, Track Global Assignments, Report, Passport Visa Expiration	GBL
Employees on Assignment Report	PER717	Administer Workforce, Track Global Assignments, Report, Employees on Assignment	GBL

Generating the Passport/Visa Expiration Report

This report lists employees and dependents who have passports, visas, or work permits on file that will expire in the next 90 days from the report run date. The first section of the report lists passport information: Employee ID and name, Dependent ID and name, country, passport number, issue date, and expiration date. The second section of the report lists visa/work permit information: Employee ID and name, Dependent ID and name, country, visa/work permit number, type of permit, issue date, and expiration date. There is a page break between the first and second sections of the report.

Passport/Visa Expiration Page

Usage	Use this report to list employees and dependents who have passports, visas, or work permits on file that will expire in the next 90 days from the report run date.
Navigation	**Administer Workforce, Track Global Assignments, Report, Passport Visa Expiration**
Access Requirements	Enter a Run Control ID.



Passport/Visa Expiration page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Passport/Visa Expiration Report

Description	Use this report to list employees and dependents who have passports, visas, or work permits on file that will expire in the next 90 days from the report run date.
Report ID	PER032
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	CITIZEN_PSSPRT, DEPENDENT_BENEF, PERSONAL_DATA, VISA_PMT_DATA
Sorted By	Employee ID, Dependent ID, Expiration Date

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

Generating the Employees on Assignment Report

This report lists employees who are on assignment. The report lists: the employee ID, employee name, Host Contact ID, and the beginning and end dates of the assignment.

Employees on Assignment - Run Control Page

Usage	Use this report to list employees on assignment.
Object Name	RUNCTL_PER717
Navigation	• **Administer Workforce, Track Global Assignments (GBL), Report, Employees on Assignment, Run Control** • **Administer Workforce, Track Global Assignments (USF), Report, Employees on Assignment, Run Control**
Access Requirements	Enter a run control ID.



Employees on Assignment - Run Control page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID,** and **As of Date.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Employees on Assignment Report

Description	This report lists employees on assignment.
Report ID	PER717
Type of Report	Crystal
Parameters	As of Date

Source	RUNCTL_PER717
Source Records	ASSIGNMENT, PERSONAL DATA
Sorted By	Employee ID.

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation.

CHAPTER 4

Tracking Flexible Service Reports

Flexible Service Tracking includes the following reports:

- Employee Service Listing report lists employees by Calculation Group and Service Type.
- Service Calculation report lists the results of the ***Normal Run*** batch process. This report includes all employees with a temporary file containing details about their accrued service credits.



For more information on generating these reports see Introduction to PeopleSoft Reporting. **For a complete alphabetical listing** of all PeopleSoft HRMS reports see List of Reports in PeopleSoft Human Resources.

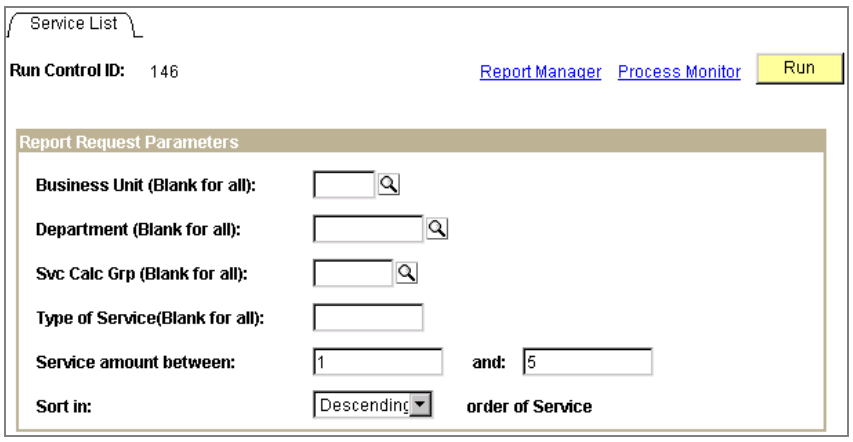
Generating the Employee Service Listing Report

The Empl Service Listing report (PER048) lists employees by service calculation group and service type. This report enables selection by calculation group and service type, with specified periods between ***x*** and ***y*** years. It also enables you to **Sort by** ascending or descending service time.

The Empl Service Listing report retrieves information from employment and flexible service records.

Service List Page

Usage	Use the Service List page to run the Employee Service Listing report.
Object Name	RUNCTL_EGPP04
Navigation	**Administer Workforce, Administer Flexible Service, Reports, Empl Service Listing, Service List**
Prerequisites	None.
Access Requirements	Enter a run control ID.



Service List page

Run Control ID Displays the **Run Control ID** for the report process.

Business Unit (Blank for all) Select the **Business Unit** for which you are requesting the report, or leave this field blank to include all Business Units.

Department (Blank for all) Select the **Department** for which you are requesting a report, or leave this field blank to include all departments in the report.

Service Calc. Group (Blank for All) Select the **Service Calc**ulation **Group** for which you are requesting a report, or leave this field blank to include all service calculation groups in the report.

Type of Service (Blank for All) Select the **Service Type** for which you are requesting a report, or leave this field blank to include all service types in the report.

Service amount between/and Enter the range of years of service you want the report to include.

Sort in: order of Service Specify whether you want the report to list by Ascending or Descending order of Service.

Click **Run** to run this request. Process Scheduler runs the Employee Service Listing process at user-defined intervals.

For more information about Process Scheduler, see Process Scheduler.

Employee Service Listing Report Details

Description	Using this report you can list employees by Calculation Group and Service Type and within specified periods between ***x*** and ***y*** years. In addition, you can also sort by ascending or descending service time.
Report ID	PER048
Type of Report	SQR
Parameters	Business Unit (or all), Department (or all), Service Calc Group (or all), Type of Service (or all), Service Amount (between x and y), Sort Descending or Sort Ascending (for Service Amount).
Source	RUNCTL_EGPP04
Source Records	Flexible Service Accrual Data, Job Data, Personal Data EG_FLX_SVC_DT, JOB_DATA
Sorted By	Service Calc Group, Type of Service, Department, Service Amount

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the Service Calculation Report

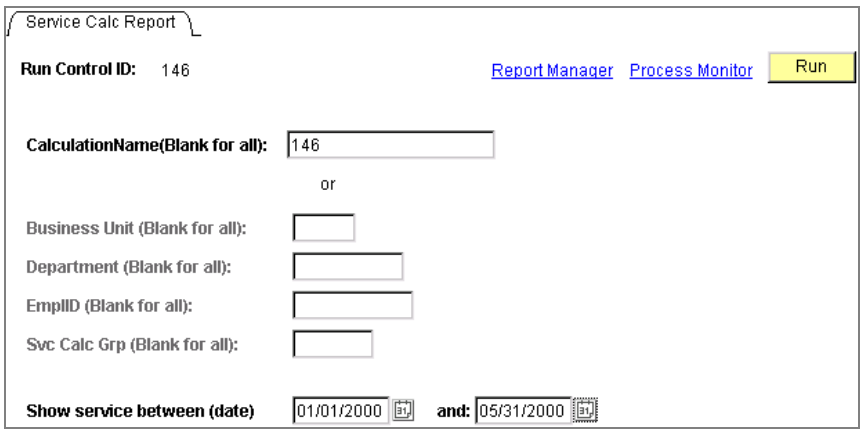
The employee Service Calculation Report (PER049) displays employee flexible service credits that have been accrued but not yet committed to their service history. This report displays the results of a ***Normal Run*** batch process. So you run this report after you have run ***Normal Run***.

The results of a ***Normal Run*** are stored in a temporary file. When you commit service to history (***Update to History***), the temporary file is purged. If you try running the report for the calculation group you've just updated to history, you won't get any output.

Service Calc Report Page

Usage	Use the Service Calc Report page to run the Service Calculation report. Tracking Faculty Events also uses this report.

Navigation	• **Administer Workforce, Administer Flexible Service, Reports, Service Calc Report, Service Calc Report** • **Develop Workforce, Manage Faculty Events, Report, Tenure Calc. Report, Tenure Calc Rpt.**
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Service Calc Report page

The Service Calc Report run control page includes the following fields and controls:

Run Control ID Displays the **Run Control ID** for the report process.

Calculation Name Enter the **Calculation Name** (or the Run Control ID) of the batch process you want to run the report for.

Note. If you select the Calculation Name, then you only have to enter the date range you want to run the report for. The other input fields will be unavailable.

Business Unit (Blank for all) Select the **Business Unit** for which you are requesting the report, or leave this field blank to include all Business Units.

Department (Blank for all) Select the **Department** for which you are requesting a report, or leave this field blank to include all departments in the report.

EmplID (Blank for All) Enter an **Employee ID** if you want the report to include a single employee only. Otherwise, leave the field blank for a report including all employees.

Service Calc. Group (Blank for All)	Select the **Service Calc**ulation **Group** for which you are requesting a report, or leave this field blank to include all service calculation groups in the report.
Show service between (date)	Enter the start and end dates of the calendar period you want the report to include. You must enter a month, date and year.

Click **Run** to run this request. Process Scheduler runs the Service Calculation process at user-defined intervals.

For more information about Process Scheduler, see Process Scheduler.

Service Calculation Report Details

Description	This report lists the results of the ***Normal Run*** batch process and includes all employees who have a temporary file (resulting from a ***Normal Run***) containing details about their accrued service credits.
Report ID	PER049
Type of Report	SQR
Parameters	There are two ways to run this report: By selecting a Calculation Name (or all). By selecting a Business Unit (or all), Department (or all), EmplID (or all), Service Calc Group (or all). With either approach, you must also specify from/to dates for reporting service credits.
Source	RUNCTL_EGPP05
Source Records	EG_FLX_SVC_DT, JOB_DATA
Sorted By	Service Calc Group, Type of Service, Department, EmplID, Service Interval

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

CHAPTER 5

Running Monitoring Absences Reports

This section explains how to generate reports for Monitoring Absences and details the output results of those reports.

For a complete alphabetical listing of all PeopleSoft Global Human Resources reports, see List of Reports in PeopleSoft Human Resources.

List of Monitoring Absences Reports

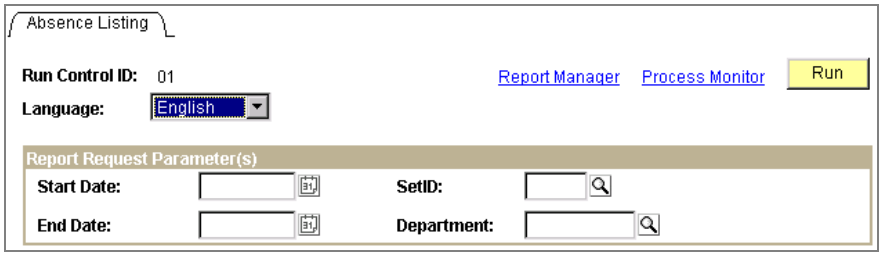
Report Name	*Report ID*	*Location*	*Global or Local*
Absence Listing Report	ABS001	Administer Workforce, Monitor Absence (GBL), Report, Absence Listing	GBL
Absence Spells Report	ABS002	Administer Workforce, Monitor Absence (GBL), Report, Absence Periods	GBL
Bradford Score Report	ABS004UK	Administer Workforce, Monitor Absence (GBL), Rep Lcl, UK Bradford Score	UK
Illness Registration Reports 1 and 2	ABS005NL, ABS006NL	Administer Workforce, Monitor Absence (GBL), Rep Lcl, NLD Illness Registration.	NLD
Time Lost Due to Absence Report	ABS003	Administer Workforce, Monitor Absence (GBL), Report, Time Lost Due to Absence.	GBL

Generating an Absence Listing Report

This report provides information about an employee's absence history, including employee name, employee ID, department, employee type, job title, absence type, begin and return dates, and duration of absences.

Absence Listing Page

Usage	This report provides information about an employee's absence history.
Object Name	RUNCTL_ABS001
Navigation	**Administer Workforce, Monitor Absence (GBL), Report, Absence Listing, Absence Listing**
Access Requirements	Enter a Run Control ID



Absence Listing page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **User ID, Run Control ID, Language,** and **SetID.**

Report Request Parameters

From Date Enter the beginning date of the time period you want to report.

Thru Date Enter the ending date of the time period you want to report.

Department Select the **Department** for which you want to run the report. Valid values prompt from the Department table.

Absence Listing Report

Description	This report provides information about an employee's absence history, including employee name, employee ID, department, employee type, job title, absence type, begin and return dates, and duration of absences.

Report ID	ABS001
Type of Report	SQR
Parameters	From Date, Thru Date, SetID, Department
Source	RUNCTL_ABS001
Source Records	EMPLOYEES, ABSENCE_HIST, JOB, ABS_TYPE_TBL, SET_CNTRL_REC, HOLIDAY_DATE, ABSW_SCHD_TBL, ABSW_SCHEDULE, ABSW_SCHD_VW
Sorted By	Company, Employee Name, Begin Date

Before you run this report be sure to first run the Refresh Employees Table process.

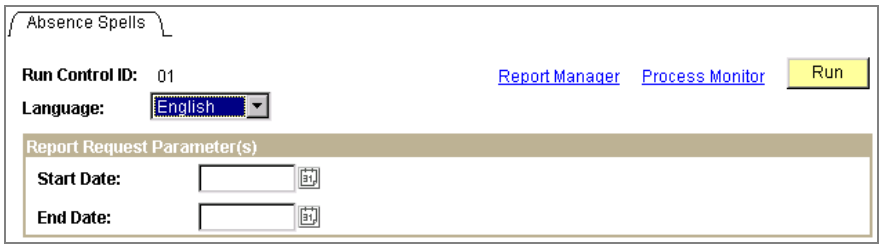
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

Generating an Absence Spells Report

This report provides information about the number of employee absence periods, including regulatory region, employee name, employee ID, absence type, number of absence periods, and duration of absences.

Absence Spells Page

Usage	This report provides information about the number of employee absence periods.
Navigation	**Administer Workforce, Monitor Absence (GBL), Report, Absence Periods**
Access Requirements	Enter a Run Control ID



Report – Absence Listing page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **User ID, Run Control ID,** and **Language.**

Report Request Parameters

From Date Enter the beginning date of the time period you want to report.

Thru Date Enter the ending date of the time period you want to report.

Absence Spells Report

Description	This report provides information about the number of employee absence periods, including regulatory region, employee name, employee ID, absence type, number of absence periods, and duration of absences.
Report ID	ABS002
Type of Report	SQR
Parameters	From Date, Thru Date
Source	RUNCTL_FROMTHRU
Source Records	ABSENCE_HIST, JOB, PERSONAL _DATA, ABS_TYPE_TBL
Sorted By	Regulatory Region, Employee Name, Absence Type

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

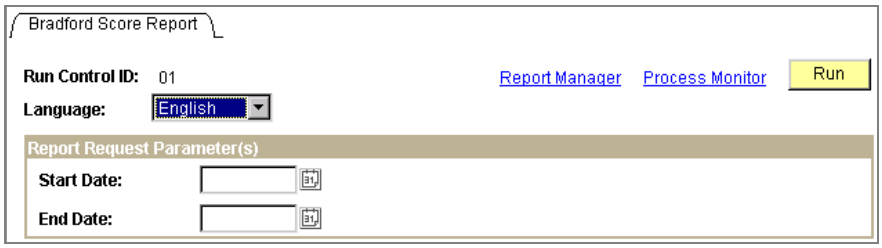
Generating a Bradford Score Report

This report lists employee absences for the regulatory region of GBR only. It lists department, employee name, employee ID, employee type, job title, total number of absences, total number of days absent, and the Bradford Score. The Bradford Score column is calculated based on the: following information:

- Total number of absences A
- Total number of days absent B
- A squared times B

Bradford Score Report Page

Usage	This report lists employee absences for the regulatory region of GBR only. It lists department, employee name, employee ID, employee type, job title, total number of absences, total number of days absent, and the Bradford Score.
Navigation	**Administer Workforce, Monitor Absence (GBL), Rep Lcl, UK Bradford Score, Bradford Score Report**
Prerequisites	None
Access Requirements	Enter a Run Control ID



Bradford Score Report page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **User ID, Run Control ID, Language,** and **SetID.**

Report Request Parameters

From Date Enter the beginning date of the time period you want to report.

Thru Date Enter the ending date of the time period you want to report.

Bradford Score Report

Description	This report lists employee absences for the regulatory region of GBR only. It lists department, employee name, employee ID, employee type, job title, total number of absences, total number of days absent, and the Bradford Score.
Report ID	ABS004UK
Type of Report	SQR
Parameters	From Date, Thru Date
Source	RUNCTL_FROMTHRU
Source Records	EMPLOYEES, ABSENCE_HIST, JOB, ABS_TYPE_TBL
Sorted By	Department Name, Employee Name

Before you run this report be sure to first run the Refresh Employees Table process.

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

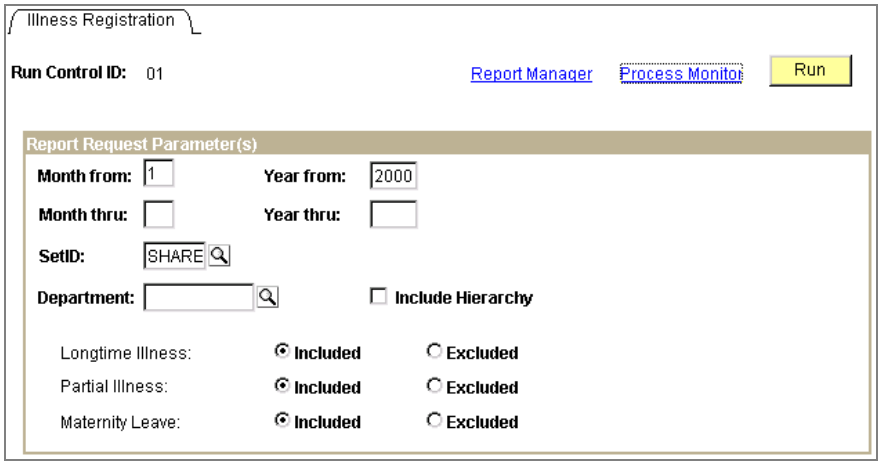
Generating Illness Registration Reports 1 and 2

Illness Registration Report 1 calculates illness totals, percentages and frequencies for the specified department(s) and categorizes the results by sex. Illness Registration Report 2 also calculates illness totals, percentages and frequencies for the specified department(s), but it categorized the results by age. To run both of these Illness Registration reports, you use the Illness Registration Page; however, you select which report to run on the Process Scheduler Request page.

Note: Before you run these reports be sure to first run the Create Statistics process.

Illness Registration Page

Usage	This is a NLD specific report that calculates the illness totals, percentages and frequencies.
Object Name	RUNCTL_ABS005_NL
Navigation	**Administer Workforce, Monitor Absence (GBL), Rep Lcl, NLD Illness Registration, Illness Registration**
Access Requirements	Enter a Run Control ID.



Illness Registration page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **User ID, Run Control ID** and **SetID.**

Report Request Parameters

Month from Enter the beginning month of the time period you want to report.

Year from Enter the beginning year of the time period you want to report.

Month thru Enter the ending month of the time period you want to report.

Year thru Enter the ending year of the time period you want to report.

Department Select the **Department** for which you want to run the report. Valid values prompt from the Department table.

Include Hierarchy

Select **Include Hierarchy** to include departments within the selected department, based on the department security tree.

Longtime Illness

Included. Select this value if you want longtime illnesses included in the report. An illness is considered to be longtime when the duration of the illness falls within an Illness Length Category of the type equal to "Long," as specified under the Absence parameters.

Excluded. Select this value if you don't want longtime illnesses included in the report.

An illness that becomes longtime within the reporting period is counted as an ended illness and the available employment days are only counted until the day an illness becomes longtime.

An illness that becomes longtime before the start of the reporting period is completely ignored and the employee is also ignored for the calculation of the available employment days.

Partial Illness

Included. Select this value if you want partial illnesses included in the report.

An illness is considered to be partial while it is commented with an illness percentage less than 100, as specified under General Absence.

Excluded. Select this value if you don't want partial illnesses included in the report.

An illness that becomes partial within the reporting period after being a full time illness, is counted as an ended illness.

An illness that becomes full time after being partial is counted as a newly started illness.

Maternity Leave

Included. Select this value if you want maternity leaves included in the report.

Excluded. Select this value if you don't want maternity leaves included in the report.

Illness Registration Reports 1 and 2

Description	This is a NLD specific report that calculates the illness totals, percentages and frequencies for the specified department(s) and categorizes the results by sex (report 1) and by age (report 2).

Report ID	ABS005NL, ABS006NL
Type of Report	SQR
Parameters	Month From, Year From, Month Thru, Year Thru, SetID, Department, Include Hierarchy, Longtime Illness, Partial Illness, Maternity Leave
Source	RUNCTL_ABS005_NL
Source Records	ABS_STAT_NLD, ABS_PARAMETERS, RUN_CNTL_HR_NLD, DEPT_SEC_VW_NLD
Sorted By	EmplID

Illness Registration Report Term Definitions

Number of Employments The number of active employments within the department during the reporting period.

Full Time Equivalent (FTE) The number of employments during the reporting period with a correction factor based on the job Standard Hours.

Available Calendar Days The number of days within the reporting period multiplied by the Full Time Equivalent.

Illness Days The number of illness days within the reporting period based on the Full Time Equivalent.

Illness Percentage The number of illness days divided by the Available Calendar Days multiplied by 100.

Illness Frequency The number of newly started illnesses divided by the Number of Employments.

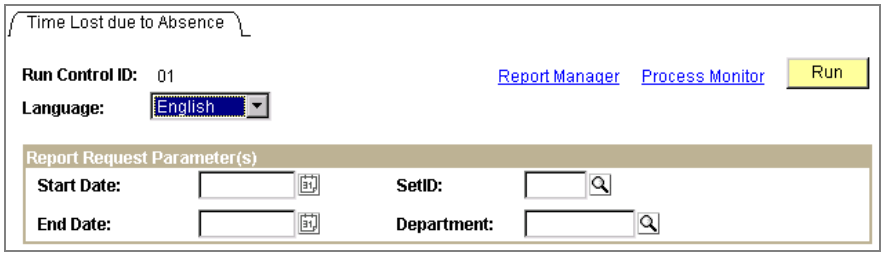
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

Generating a Time Lost Due to Absence Report

This report provides information about employee absences, including regulatory region, department, employee name, employee ID, employee type, job title, begin date, return date, and total number of working days.

Time Lost Due to Absence Page

Usage	This report provides employee absence information.
Object Name	RUNCTL_ABS003
Navigation	**Administer Workforce, Monitor Absence (GBL), Report, Time Lost due to Absence, Time Lost due to Absence**
Access Requirements	Enter a Run Control ID



Time Lost due to Absence

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **User ID, Run Control ID, Language,** and **SetID.**

Report Request Parameters

From Date Enter the beginning date of the time period you want to report.

Thru Date Enter the ending date of the time period you want to report.

Department Select the **Department** for which you want to run the report. Valid values prompt from the Department table.

Time Lost due to Absence Report

Description	This report provides information about employee absences, including regulatory region, department, employee name, employee ID, employee type, job title, begin date, return date, and total number of working days.
Report ID	ABS003
Type of Report	SQR
Parameters	From Date, Thru Date, SetID, Department
Source	RUNCTL_ABS003

Source Records	EMPLOYEES, ABSENCE_HIST, JOB, ABS_TYPE_TBL, SET_CNTRL_REC, HOLIDAY_DATE, ABSW_SCHD_TBL, ABSW_SCHEDULE, ABSW_SCHD_V
Sorted By	Regulatory Region, Department Name, Employee Name



Note: Before you run this report be sure to first run the Refresh Employees Table process.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

CHAPTER 6

Running Recruit Workforce Reports

Summary

PeopleSoft Human Resources supplies a group of standard reports to help you analyze your hiring practices, track applicants and job requisitions, and produce applicant-related form letters and job posting announcements.

In this section, the reports are listed by name, and provided you with a description and a sample of each.

For a complete listing of all PeopleSoft Human Resources reports by Report Name, see List of Reports in PeopleSoft Human Resources.

For more information about using the Process Scheduler to run reports, see Process Scheduler.

List of Recruit Workforce Reports

Report Name	*Report ID*	*Location*	*Global or Local*
Applicant Summary by Requisition	APP011	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Applicant Summary by Source	APP012	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Candidate Listing	APP005	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Certificate of Eligibles	FGREC82	Develop Workforce,	US

Report Name	Report ID	Location	Global or Local
	1	Recruit Workforce (USF), Report	
Evaluation of Candidates List	FGREC820	Develop Workforce, Recruit Workforce (USF), Report	US
Evaluation of Candidates by Name	FGREC82B	Develop Workforce, Recruit Workforce (USF), Report	US
Evaluation of Candidates by Score	FGREC82C	Develop Workforce, Recruit Workforce (USF), Report	US
GER Job Posting	APP012GR	Develop Workforce, Recruit Workforce (GBL), Report Local	GER
GER Work Council Posting	APP013GR	Develop Workforce, Recruit Workforce (GBL), Report Local	GER
Internal Resume	PER034	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Interview Schedule	APP009	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Job Group Movement Analysis	APP002	Develop Workforce, Recruit Workforce (GBL), Report	GBL
License/Certification Table	PER704	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Recruitment Letters	APP007	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Requisition Cost Analysis	APP006	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Requisition Posting	APP004	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Requisition Status	APP003	Develop Workforce, Recruit Workforce (GBL),	GBL

Report Name	*Report ID*	*Location*	*Global or Local*
		Report	
Search Requirements	APP010	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Skills Matching	APP008	Develop Workforce, Recruit Workforce (GBL), Report	GBL
Standard Letter Table	PER711	Develop Workforce, Recruit Workforce (GBL), Report	GBL

Generating the Requisition Posting Report

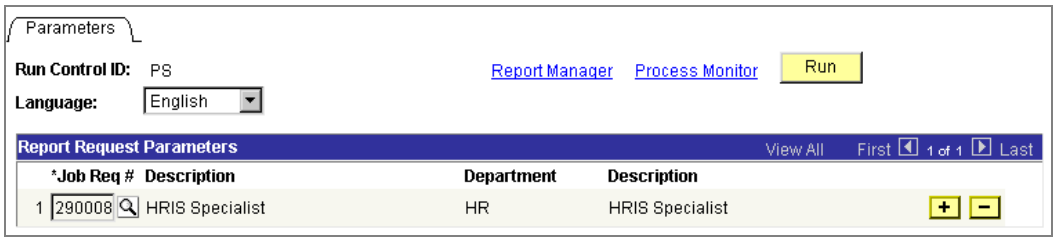
With PeopleSoft Human Resources, a form letter to create job postings is delivered, which includes the job requisition number, job title, salary, description, duties, and the effective date of the requisition.

The system uses an SQR to extract data from PeopleSoft Human Resources, and a Word for Windows macro to merge the data into a form letter template.

For more information about the process of generating form letters, see Generating Form Letters.

Requisition Posting – Parameters Page

Usage	Use the Requisition Posting report page to select the job requisitions you want to create postings for and initiate the process or processes to generate the job postings.
Object Name	RUNCTL_APP004
Navigation	**Develop Workforce, Recruit Workforce (GBL), Report, Requisition Posting, Parameters**
Prerequisites	None.
Access Requirements	Enter a Run Control ID.



Requisition Posting – Parameters page

The system displays the **Run Control ID** you entered. These fields are for information only.

Language The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Report Request Parameters

Use the **Report Request Parameters** group box to specify the job requisitions for which you want to generate job postings.

Job Req # (requisition number) Select a job requisition number from the list of open requisitions in Job Requisition Data. When you move out of this field, the system will display the **Description** and **Department**.

Running the Report

Run

Click the **Run** button to run this request. From the Process Scheduler Request page, select the check box for the process you want to run and update the Type and Format fields for the SQR Report process.

Select the Job Requisition Posting process (process type PSJob) if you want the process scheduler to automatically run the SQR to extract data, followed by the Word macro to merge the data.

If you prefer to run each process manually, select the SQR Report process first. When that has run, you then run the WinWord process to merge the data.

For the SQR Report process, select File in the Type field and LP in the Format field.

No matter what Output Destination you specify on the Process Scheduler, the system always sends the data extract files and the form letter to a temp directory. You use Word for Windows to print the letters.

For more information about location of the letters, see PeopleSoft 8 Application Fundamentals for HRMS, "Generating Form Letters".



If you receive an error such as "WinExec failed," the PATH statement for the macro may be incorrect. Modifying the Word macros is explained in Modifying the Word Macros for the Sample Letters.

Requisition Posting Report

Description	This report extracts job posting data from the database and formats it for merging into Microsoft Word documents. Use the merged documents to create standardized job posting announcements. For more information on generating form letters, see PeopleSoft 8 Application Fundamentals for HRMS, "Generating Form Letters".
Report ID	APP004

Type of Report	SQR, Word for Windows
Parameters	Job Requisition
Source	RUNCTL_APP004
Source Records	PS_JOB_REQUISITION, PS_JOBCODE_TBL, PS_SAL_GRADE_TBL, PS_SAL_PLAN_TBL, PS_JOB_REQUIS_TYP, PS_SET_CNTRL_REC, PS_JOBCODE_TBL, PS_JOB_REQ_DESCRS
Sorted By	Requisition Number

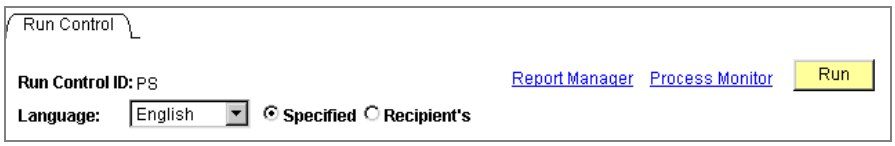
Generating the Recruitment Letters Report

With PeopleSoft Human Resources, sample letters for various types of recruitment letters are delivered, such as acknowledgment letters and confirmation of interview letters.

The system uses an SQR to extract data from PeopleSoft Human Resources, and a Word for Windows macro to merge the data into a form letter template.

Recruitment Letters – Run Control Page

Usage	Use the Recruitment Letters report page to generate the recruitment letters for applicants you have tagged with a letter code. The report generates letters for all applicant records that contain a Letter Code for a recruitment letter without a corresponding Date Printed value.
Object Name	RUNCTL_APP007
Navigation	**Develop Workforce, Recruit Workforce (GBL), Report, Recruitment Letters, Run Control**
Prerequisites	You can only produce recruitment letters after you have assigned letter codes to applicant data.
Access Requirements	Enter a Run Control ID.



Recruitment Letters – Run Control page

Select the **Specified** option if you want to enter the language for the report. When you select this option, the system makes the **Language** field available for entry.

Select the **Recipient's** option if you want the report printed in your preferred language.

Language If you selected the **Specified** option, the system makes this field available for entry. Select the **Language** for the report.

Run Click the **Run** button to run this request. From the Process Scheduler Request page, select the check box for the process you want to run and update the Type and Format fields for the SQR Report process.

Select the Recruitment Letters process (process type PSJob) if you want the process scheduler to automatically run the SQR to extract data, followed by the Word macro to merge the data.

If you prefer to run each process manually, select the SQR Report process first. When that has run, you then run the WinWord process to merge the data.

For the SQR Report process, select File in the Type field and LP in the Format field.

No matter what Output Destination you specify on the Process Scheduler, the system always sends the data extract files and the form letter to a temp directory. You use Word for Windows to print the letters.

For more information about location of the letters, see PeopleSoft 8 Application Fundamentals for HRMS, "Generating Form Letters".



If you receive an error such as "WinExec failed," the PATH statement for the macro may be incorrect. Modifying the Word macros is explained in Modifying the Word Macros for the Sample Letters.

Recruitment Letters Report

Description	This report is a shell program that extracts data from the database and creates several data extract files. You use these files to perform a mail merge using Microsoft Word for Windows to print letters you may issue at different stages of application, interview, or when you make an offer.

	For more information about generating form letters, see PeopleSoft 8 Application Fundamentals for HRMS, "Generating Form Letters".
Report ID	APP007
Type of Report	SQR, Word for Windows
Parameters	None
Source	RUNCTL_APP007
Source Records	PS_R_APP007 , PS_APPLICATN_DATA, PS_INTERVIEW, PS_OFFER, PS_POSN_APPLIEDFOR, PS_PERSONAL_DATA
Sorted By	Letter Code, Applicant ID

Generating the Requisition Status Report

The Requisition Status report provides a summary of each job requisition you have set up in your PeopleSoft Human Resources system. Run the report from the Develop Workforce, Recruit Workforce, Report, Requisition Status menu.



For more information about creating job requisitions, see Administering Job Requisitions. For more information about job requisitions for U.S. Federal processing, see USF Administering Job Requisitions.

Requisition Status Report

Description	For each job requisition number recorded in the system, this report shows the following information: job code, position number, status of action taken on the requisition, approval date, recruitment open and close dates, name of the recruiter, the number of candidates, and expenses incurred to date. The report inserts page breaks at the department level. Use this report to track the status of the job requisitions within your company to monitor the positions available for your recruiting activities.
Report ID	APP003
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL

Source Records	PS_JOB_REQUISITION, PS_JOB_REQUIS_TYP, PS_POSN_APPLIEDFOR, PS_EXPENSE_JOB_REQ
Sorted By	Department ID, Requisition Number

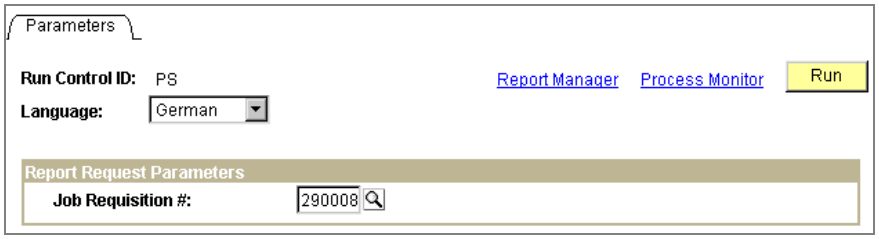
Generating the German Job Postings Report

The German Job Postings report is a Germany-specific report that provides full details of a selected job requisition.

For more information about creating job requisitions, see Administering Job Requisitions.

GER Job Postings – Parameters Page

Usage	Use the GER Job Postings report page to generate the German Job Posting report.
Object Name	RUNCTL_APP012GR
Navigation	**Develop Workforce, Recruit Workforce (GBL), Report Lcl, GER Job Postings, Parameters**
Prerequisites	None
Access Requirements	Enter a run control ID.



GER Job Posting – Parameters page

The system displays the **Run Control ID** you selected. This is for information only.

Language Select the **Language** for the report from the available options.

Report Request Parameters

Job Requisition # Select the job requisition from the list of valid values. You set up job requisitions on the Job Requisition Data pages.

GER Job Postings Report

Description	This is a Germany-specific report that lists all information related to a job requisition, including required competencies and accomplishments, as well as duties performed.
Report ID	APP012GR
Type of Report	SQR
Parameters	Job Requisition #
Source	RUNCTL_APP012GR
Source Records	JOB_REQUISITION, JOB_RQMT_TBL, COMPANY_TBL, LOCATION_TBL, DEPT_TBL, JOB_RQMT_COMP, COMPETENCY_TBL, JOB_RQMT_ACCOMP, ACCOMP_TBL, JOB_REQ_DESCRS, XLATTABLE
Sorted By	None

Generating the German Works Council Posting Report

The German Works Council Postings report is a Germany-specific report. The report lists all the open job requisitions that are monitored by a given works council.

For more information about assigning a works council to a job requisition, see the Requisition Data Page.

GER Works Council Posting – Parameters Page

Usage	Use the GER Works Council Posting report page to generate the German Works Council Posting report.
Object Name	RUNCTL_APP013GR
Navigation	**Develop Workforce, Recruit Workforce (GBL), Report Lcl, GER Works Council Posting, Parameters**
Prerequisites	None

Access Requirements	Enter a run control ID.



GER Works Council Posting – Parameters page

The system displays the **Run Control ID** you selected. This is for information only.

Language Select the **Language** for the report from the available options.

Report Request Parameters

Company Select the **Company** from the available options.

Works Council ID Select the **Works Council ID** from the available options.

GER Works Council Posting Report

Description	This is a Germany-specific report that lists all open job requisitions that are monitored by a specific Works Council. It lists all information related to a job requisition. Required competencies, accomplishments, and duties performed are also listed.
Report ID	APP013GR
Type of Report	SQR
Parameters	Company, Works Council ID
Source	RUNCTL_APP013GR
Source Records	JOB_REQUISITION, JOB_RQMT_TBL, COMPANY_TBL, LOCATION_TBL, DEPT_TBL, JOB_RQMT_COMP, COMPETENCY_TBL, JOB_RQMT_ACCOMP, ACCOMP_TBL, JOB_REQ_DESCRS, XLATTABLE
Sorted By	None

Generating the Candidate Listing Report

The Candidate Listing report provides a summary of your job requisitions and the applicants linked to each of them. Run the report from the Develop Workforce, Recruit Workforce, Report, Candidate Listing menu.



For more information about adding applicant data and linking applicants to job requisitions, see Managing Applicants.

Candidate Listing Report

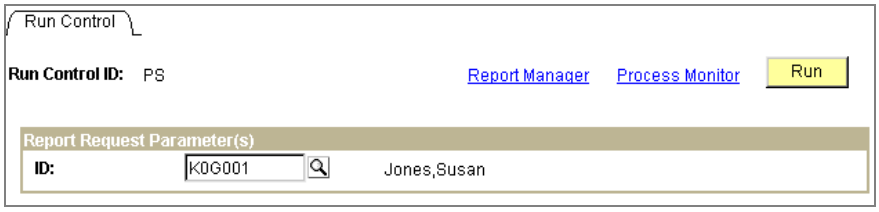
Description	This report combines pertinent job requisition information with a list of candidates being interviewed for the position. It groups the requisitions by Department ID. It shows the following information for each requisition: • Requisition Number • Job Code • Position Number • Status • Whether the requisition is new or a replacement • Position title and recruiter • Date the requisition was approved For each candidate interviewed, the report shows the following: Employee ID, name, status in the interview process (active, inactive, hired, withdrawn), last interview step completed, and any offers made. The report totals applicants, referrals, and interviews for each requisition and for all requisitions in each department, and inserts page breaks at the department level.
Report ID	APP005
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_JOB_REQUISITION, PS_JOBCODE_TBL, PS_SAL_GRADE_TBL, PS_SAL_PLAN_TBL, PS_JOB_REQUIS_TYP, PS_SET_CNTRL_REC, PS_JOBCODE_TBL, PS_JOB_REQ_DESCRS

Sorted By	Department ID, Requisition Number

Generating the Internal Resume Report

Internal Resume – Run Control Page

Usage	Use the Internal Resume – Run Control page to run the Internal Resume Report for an individual person.
Object Name	RUNCTL_PER034
Navigation	• **Develop Workforce, Plan Successions (GBL), Report, Internal Resume, Run Control** • **Develop Workforce, Plan Successions (USF), Report, Internal Resume, Run Control** • **Develop Workforce, Recruit Workforce (GBL), Report, Internal Resume, Run Control** • **Develop Workforce, Recruit Workforce (USF), Report, Internal Resume, Run Control**
Prerequisites	Applicant or Employee data entered.
Access Requirements	Enter a Run Control ID.



Internal Resume – Run Control page

Select the **ID** of the person for whom you want to run the report.

Click **Run** to run the report using Process Scheduler.

Internal Resume Report

Description	The report produces a summary of job history information for an employee.
Report ID	PER034
Type of Report	SQR Report

Parameters	Employee ID of an active employee.
Source	RUNCTL_PER034
Sorted By	Date, most recent job information first.

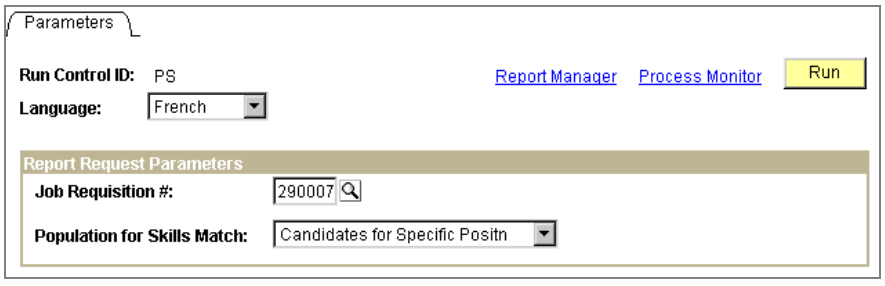
Generating the Skills Matching Report

The Skills Matching report lists applicants who meet the skills requirements of a given job requisition. To help you decide who is most suited to the requisition, the report includes applicants' point score, which takes into account their education and work experience, competencies and accomplishments.

For more information about how the system calculates applicants' scores, see Overview of Job Requisition Creation.

Skills Matching – Parameters Page

Usage	Use the Skills Matching report page to generate the Skills Matching Report.
Object Name	RUNCTL_APP008
Navigation	**Develop Workforce, Recruit Workforce (GBL), Report, Skills Matching, Parameters**
Prerequisites	None
Access Requirements	Enter a run control ID.



Skills Matching – Parameters page

The system displays the **Run Control ID** you selected. This is for information only.

Language Select the **Language** for the report from the available options.

Report Request Parameters

Job Requisition # Select the job requisition from the list of valid values. You create job requisitions using the Job Requisition Data pages.

Population for Skills Match Select the types of applicants included in the report from the available options. Available options are:

All: Use this option to search the whole applicant data table for all types of applicants, including applicants that did not apply for the requisition.

Candidates for Specific Positn (position): Use this option to search the applicants that applied for the requisition only (that is, the applicants linked to the requisition through Requisition Activity or Applicant Activity).

External Applicants: Use this option to search all external applicants, including those that did not apply for the requisition.

Internal Applicants: Use this option to search all internal applicants, including those that did not apply for the requisition.

Skills Matching Report

Description	This report matches the skills listed in a job requisition to an applicant's skills to help you make informed decisions about filling an open position. The report lists each applicant who meets the requirements and the points assigned for education, skills, tests, and license/certifications. The total points show the percentage for applicant and the minimum required percentage set up for the search type.
Report ID	APP008
Type of Report	SQR
Parameters	Job Requisition number, Population for Skills Match
Source	RUNCTL_APP008
Source Records	PS_POSN_APPLIEDFOR, PS_COMPETENCY_TBL, PS_ACCOMP_TBL, PS_JOB_REQUISITION, PS_APP_ACCOMPS, PS_APP_COMPS, PS_APP_CM_EVALS, PS_APPLICANT_DATA, PS_JOB_RQMT, PS_JOB_REQ_EDUC, PS_JOB_RQMT_TBL, PS_JOB_RQMT_COMP, PS_JOB_RQMT_ACCOMPS, PS_REVW_RATING_TBL
Sorted By	Job Requisition Number, Applicant/Employee ID

Generating the License/Certification Table Report

For more information about this report, see Generating the License/Certification Table Report in *Manage Competencies*.

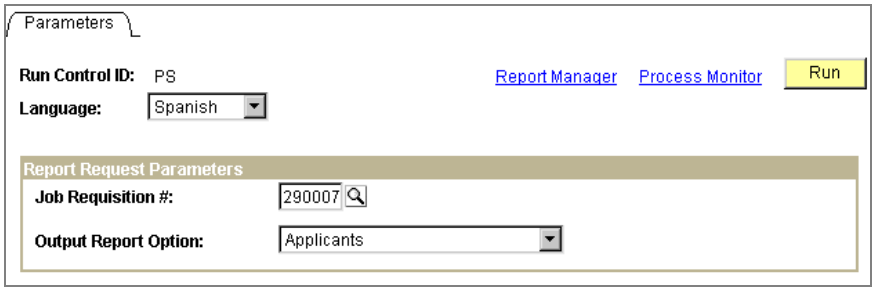
Generating the Search Requirements Report

The Search Requirements report lists all the internal and external applicants who meet the screening requirements for a given job requisition.

For more information about setting up job requisitions and screening requirements, see Creating Job Requisitions. For more information about job requisitions for U.S. Federal processing, see USF Processing Job Requisitions.

Search Requirements – Parameters Page

Usage	Use the Search Requirements report page to generate the Search Requirements Report.
Object Name	RUNCTL_APP010
Navigation	**Develop Workforce, Recruit Workforce (GBL), Report, Search Requirements, Parameters**
Prerequisites	None
Access Requirements	Enter a run control ID.



Search Requirements – Parameters page

The system displays the **Run Control ID** you selected. This is for information only.

Language Select the **Language** for the report from the available options.

Report Request Parameters

Job Requisition # Select the job requisition from the list of valid values. You create job requisitions using the Job Requisition Data pages.

Output Report Option Select the types of applicants included in the report from the available options. Valid options are: ***Applicants, Both Applicants and Employees,*** and ***Current Employees.***

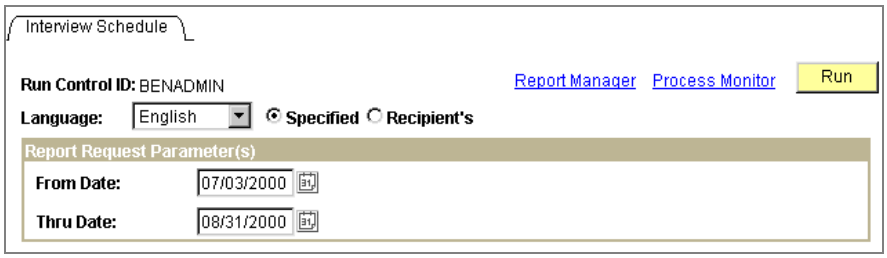
Search Requirements Report

Description	This report lists applicants who meet the screening requirements of the job requisition. You specify the screening requirements on the following Job Requisition Data pages: Basic Eligibility page, Educ/Experience page, and Comps/Accomps page. It shows basic information about the requisition, job code, or ad hoc search ID, including name and ID, current job description, department, and location. If an employee has multiple jobs (and therefore multiple job codes), the report shows job data for each employment record number.
Report ID	APP010
Type of Report	SQR
Parameters	Job Requisition number, Output Report Option (applicants, current employees, both applicants and employees)
Source	RUNCTL_APP010
Source Records	PS_APPLICANT_DATA, PS_JOB, PS_JOBCODE_TBL, PS_EMPLOYMENT, PS_JOB_RQMT_TBL, PS_JOB_RQMT_COMP, PS_COMPETENCY_TBL, PS_REVW_RATING_TBL, PS_APPS_COMPS, PS_APPS_CM_EVALS, PS_JOB_RQMT_ACCOMP, PS_DEPT_TBL, PS_POSITION_DATA, PS_JOB_REQUISITION
Sorted By	Employee ID

Generating the Interview Schedule Report

Interview Schedule Report Page

Usage	Use the Interview Schedule report page to generate the Interview Schedule report, which lists the interview schedule for each applicant.
Object Name	RUNCTL_FROMTHRU_RL
Navigation	**Develop Workforce, Recruit Workforce (GBL), Report, Interview Schedule, Interview Schedule**
Prerequisites	None.
Access Requirements	Enter a Run Control ID.



Interview Schedule report page

Select the **Specified** option if you want to enter the language for the report. When you select this option, the system makes the **Language** field available for entry.

Select the **Recipient's** option if you want the report printed in the language in your preferred language.

Language If you selected the ***Specified*** option, the system makes this field available for entry. Select the **Language** for the report.

Interview Schedule Report

Description	This report prints applicant interview schedules. It shows a complete interview schedule for each applicant, including time, type of interview, and the name, title, and work phone number of the person conducting the interviews. It prints one page for each applicant.
Report ID	APP009
Type of Report	SQR
Parameters	None

Source	RUNCNTL_APP009
Source Records	PS_PERSONAL_DATA, PS_JOB, PS_EMPLOYMENT, PS_JOBCODE_TBL, PS_JOBCODE_LANG, PS_INTERVW_SCHED, PS_INTERVW_TIMES
Sorted By	Interview Date, Candidate ID

Generating the Applicant Summary by Requisition Report

The Applicant Summary by Requisition report lists the number of applicants that applied for a given job requisition according to the source type and indicates how an applicant was referred to your organization. Run the report from the Develop Workforce, Recruit Workforce, Report, Applicant Sum. by Requisition menu.

For more information about source types, see Applicant Data - Personal Profile Page and Applicant Data - Requisitions Page.

Applicant Summary by Requisition Report

Description	For a given job requisition, this report lists the number of applicants and percentage of total applicants that applied, sorted by source type and specific source.
Report ID	APP011
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_POSN_APPLIEDFOR
Sorted By	Source Type, Specific Source

Generating the Applicant Summary by Source Report

The Applicant Summary by Source report lists the number of applicants for each the source type, which indicates how an applicant was referred to your organization. Run the report from the Develop Workforce, Recruit Workforce, Report, Applicant Sum. by Source menu.

For more information about source types, see Applicant Data - Personal Profile Page and Applicant Data - Requisitions Page.

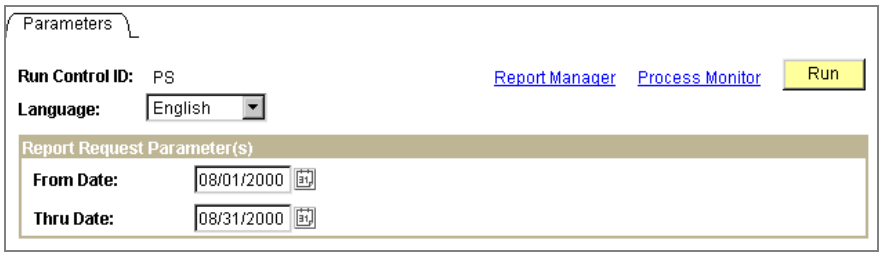
Applicant Summary by Source Report

Description	This report lists the number of applicants and percentage of total applicants sorted by source type and specific source (regardless of requisition).
Report ID	APP012
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_APPLICANT_DATA
Sorted By	Source Type, Specific Source

Generating the Job Group Movement Analysis Report

Job Group Movement Analysis – Parameters Page

Usage	Use the Job Group Movement Analysis – Parameters page to run the Job Group Movement Analysis report.
Object Name	RUNCTL_FROMTHRU
Navigation	**Develop Workforce, Recruit Workforce (GBL), Report, Job Group Movement Analysis, Parameters**
Access Requirements	Enter a Run Control ID.



Job Group Movement Analysis – Parameters page

Select the **Language** you want the report to use.

Report Request Parameters(s)

Enter the **From Date** and **Thru Date** to be used in the report.

Click **Run** to run this request. Process Scheduler runs the Job Group Movement Analysis (APP002) report at user-defined intervals.

Job Group Movement Analysis Report

Description	The report provides racial and gender demographic data regarding your hiring process for a selected time period. The report provides the number of males by race and females by race who were applicants, hires, promotions, or terminations during the specified period. For example, the number of female applicants who were American Indian, Asian, Black, Hispanic (Latina), or white. The percentage of the total applicants is also given for each racial group.
Report ID	APP002
Type of Report	SQR Report
Parameters	From Date and Thru Date
Source	RUNCTL_FROMTHRU
Sorted By	Applicants, Hires, Promotions, Terminations, and Total Employees

Generating the Requisition Cost Analysis Report

The Requisition Cost Analysis report summarizes the expenses associated with your job requisitions. Run the report from the Develop Workforce, Recruit Workforce, Report, Requisition Cost Analysis menu.



For more information about recording job requisition expenses, see Tracking Recruitment Expenses.

Requisition Cost Analysis Report

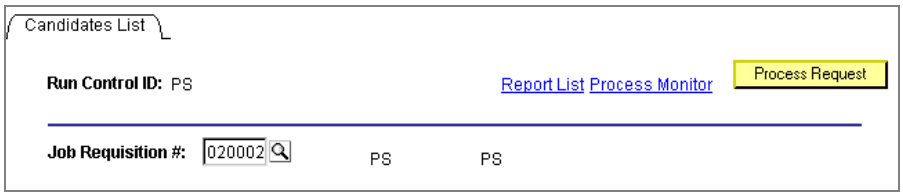
Description	This report supplies basic identification information and a breakdown of expense types and amounts for recruitment activities. For each job requisition, the report lists requisition number, job code, position number, status, title of the position offered, and the recruiter's name. The last two columns contain a breakdown of each type of expense incurred and its monetary amount, including a total by requisition

	number. A department summary includes an expense total for all requisitions, each expense category, and calculates a department-average cost-per-hire amount.
Report ID	APP006
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_JOB_REQUISITION, PS_JOB_REQ_EXPENSE, PS_INSTALLATION
Sorted By	Department ID, Requisition Number

USF Generating the Evaluation of Candidates List Report

Evaluation of Candidates Page

Usage	Use the Evaluation of Candidates page to run the three Evaluation of Candidate Reports: Evaluation of Candidates List, Evaluation of Candidate by Name, and Evaluation of Candidate by Score.
Object Name	RUN_FGREC820
Navigation	**Develop Workforce, Recruit Workforce (USF), Report, Evaluation of Candidates, Evaluation of Candidates**
Prerequisites	You should have candidates associated with the Job Requisition.
Access Requirements	Enter a Run Control ID.



Evaluation of Candidates – Candidates List page

Select a **Job Requisition #** for which you want a list of candidates.

Click **Process Request** to run this request. Process Scheduler runs the selected report at user-defined intervals.

Evaluation of Candidates List Report

Description	This generates an Evaluation of Candidates List sorted by the Applicant/Employee ID.
Report ID	FGREC820
Type of Report	Crystal Report
Parameters	Job Requisition Number
Source	RUN_FGREC820
Sorted By	Applicant ID or Employee ID

Evaluation of Candidates by Name Report

Description	This generates an Evaluation of Candidates List sorted by the candidate's name.
Report ID	FGREC82B
Type of Report	Crystal Report
Parameters	Job Requisition Number
Source	RUN_FGREC820
Sorted By	Applicant ID or Employee ID

Evaluation of Candidates by Score Report

Description	This generates an Evaluation of Candidates List sorted by the candidate's score.
Report ID	FGREC82C
Type of Report	Crystal Report
Parameters	Job Requisition Number
Source	RUN_FGREC820
Sorted By	Applicant/Employee Score

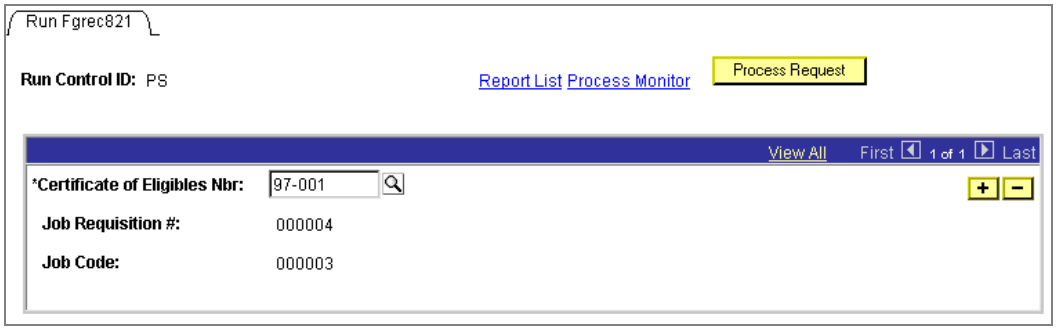
USF Generating the Certificate of Eligibles Report



For more information about using Certificate of Eligibles, see USF Selecting Your Applicants.

Certificate of Eligibles Report Page

Usage	Use the Certificate of Eligibles page to run the Certificate of Eligibles report (FGREC821).
Object Name	RUN_FGREC821
Navigation	**Develop Workforce, Recruit Workforce (USF), Report, Certificate of Eligibles, Run Fgrec821**
Prerequisites	You must have evaluated your candidates and added them to the Certificate of Eligibles.
Access Requirements	Enter a Run Control ID.



Certificate of Eligibles – Run Fgrec821 page

Enter the **Certificate of Eligibles Nbr** (number) to be used to run the report.

Click **Process Request** to run this report. Process Scheduler runs the Certificate of Eligibles (FGREC821) report at user-defined intervals.

Certificate of Eligibles Report

Description	This generates a Certificate of Eligibles report.
Report ID	FGREC821
Type of Report	Crystal Report
Parameters	Certificate of Eligibles Number, Job Requisition Number, Job Code
Source	RUN_FGREC821
Sorted By	Certificate Number, Job Requisition Number, Job Code

CHAPTER 7

Running Manage Competencies Reports

PeopleSoft Human Resources supplies a group of standard reports to help you track and manage your employee qualifications and skills.

In this section, we've listed the reports by name, and provided you with a description of each.



For more information about generating reports, see Introduction to PeopleSoft Reporting. **For a complete listing** of all PeopleSoft Human Resources reports by Report Name, see List of Reports in PeopleSoft Human Resources.

List of Manage Competencies Reports

Report Name	*Report ID*	*Location*	*Global or Local*
Accomplishment Listing	PER538	Develop Workforce, Manage Competencies, Report	GBL
Competency Inventory	PER011	Develop Workforce, Manage Competencies, Report	GBL
Competency Listing	PER537	Develop Workforce, Manage Competencies, Report	GBL
License/Certification Table	PER704	Develop Workforce, Manage Competencies, Report	GBL
UK NVQ - Employee Plan	NVQ006	Develop Workforce, Manage Competencies, Report Lcl	UK
UK NVQ - Employee Status	NVQ001	Develop Workforce, Manage Competencies, Report Lcl	UK
UK NVQ - NVQ Listing	NVQ003	Develop Workforce, Manage Competencies, Report Lcl	UK
UK NVQ – Unit/Element Listing	NVQ004	Develop Workforce, Manage Competencies, Report Lcl	UK
UK NVQ - Unit Listing	NVQ002	Develop Workforce, Manage Competencies, Report Lcl	UK

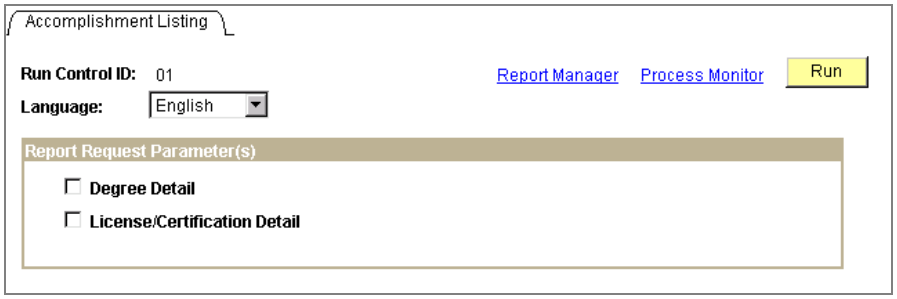
Generating the Accomplishment Listing Report

The Accomplishment Listing report lists the accomplishments that you have defined. You may find it useful to run this report once you have set up your accomplishment codes.

For more information about creating accomplishment codes, see Setting Up Educational Qualifications and Accomplishments.

Accomplishment Listing Page

Usage	Use this run control page to generate the Accomplishment Listing report.
Object Name	RUNCTL_PER538
Navigation	**Develop Workforce, Manage Competencies (GBL), Report, Accomplishment Listing, Accomplishment Listing**
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Accomplishment Listing page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID,** and **Language.**

Degree Detail Select the **Degree Detail** check box if you want to include full details of the degree.

License/Certification Detail Select the **License/Certification Detail** check box if you want to include full details of the license or certification.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Accomplishment Listing Report

Description	The Accomplishment Listing report lists all accomplishments by category. The report does not include National Vocational Qualifications (NVQs) that are specific to the UK. For more information about NVQs, see "Managing Local Functionality for the UK"
Report ID	PER538
Type of Report	SQR
Parameters	Degree Detail, License/Certificate Detail
Source	RUNCTL_PER538
Source Records	PS_ACCOMP_TBL, PS_COUNTRY_TBL
Sorted By	Category

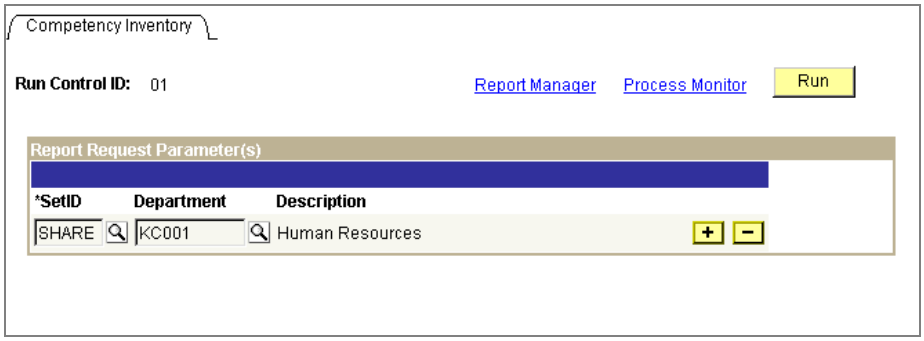
Generating the Competency Inventory Report

The Competency Inventory report provides an inventory of the employees in a given department and their competencies.

Competency Inventory Page

Usage	Use this run control page to generate the Competency Inventory report.
Object Name	RUNCTL_PER011
Navigation	**Develop Workforce, Manage Competencies (GBL), Report, Competency Inventory, Competency Inventory** **Develop Workforce, Manage Competencies (USF), Report,**

	Competency Inventory, Competency Inventory
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Competency Inventory page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID,** and **SetID.**

Department Select the **Department** from list of valid values.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Competency Inventory Report

Description	This report lists employees in the specified departments and their competencies. Before you run this report, first run the Refresh Employees Table process to ensure that the Competency Inventory report includes any new employees in your system and their associated competencies. We recommend that you use the same Run Control ID for both the Refresh Employee Table process and the Competency Inventory report. For more information about the Refresh Employees Table process, see Administering Your Workforce, “Generating Administer Workforce Reports”.
Report ID	PER011

Type of Report	SQR
Parameters	DeptID
Source	RUNCTL_PER011
Source Records	PS_EMPLOYEES, PS_COMPETENCIES, PS_COMPETENCY_TBL
Sorted By	Competency Code

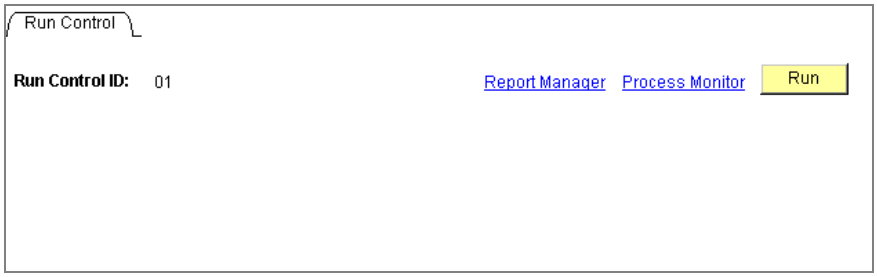
Generating the Competency Listing Report

The Competency Listing report lists the competencies associated with each competency types. Competency types are defined in the Competency Type Table and competencies are defined in the Competency Table.

For more information about setting up competencies, see Setting Up Competency Codes and Ratings.

Competency Listing Page

Usage	Use this run control page to run the Competency Listing report.
Navigation	**Develop Workforce, Manage Competencies, Report, Competency Listing**
Access Requirements	Enter a Run Control ID.



Competency Listing page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Competency Listing Report

Description	This report lists competency types and the competencies associated with the type. The report also shows the competency description and category.
Report ID	PER537
Type of Report	Crystal
Parameters	None
Source	PRCSRUNCNTL
Source Records	COMPETENCY_TBL, Competency_Typs, CM_Type_Tbl
Sorted By	CM_Type

Generating the License/Certification Table Report

The License/Certification Table report lists the codes you have defined in the License/Certification Table.

For more information about setting up license/certificate codes, see License/Certification Table Setup Page.

License/Certification Table Page

Usage	Use this run control page to run the License/Certification Table report.
Navigation	• **Develop Workforce, Manage Competencies (GBL), Report, License/ Certification Table** • **Develop Workforce, Manage Competencies (USF), Report,**

	License/ Certification Table
Access Requirements	Enter a Run Control ID.



License/Certification Table page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

License/Certification Table Report

Description	The License/Certification Table stores licenses and certifications that are required for employment in your organization and records those already held by employees. This report lists the codes that you assign these licenses and certifications.
Report ID	PER704
Type of Report	Crystal Report
Parameters	None
Source	PRCSRUNCNTL
Source Records	LIC_CERTIF_TBL, ACCOMP_TBL
Sorted By	License/Certification Code

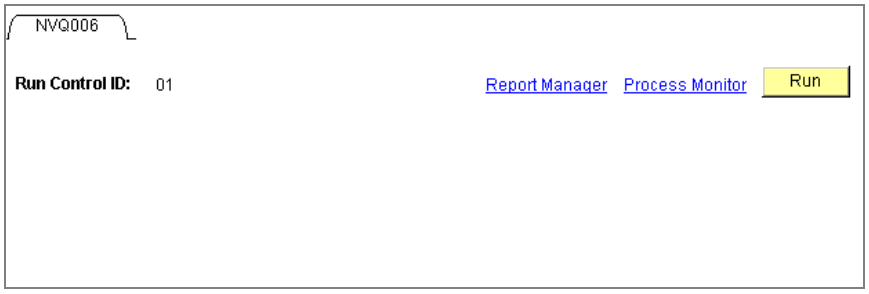
Generating the UK NVQ - Employee Plan Report

The NVQ – Employee Plan report is for UK users only. It summarizes the NVQ Unit plan for an employee that you defined on the Track NVQ - Plan NVQ Units Page. You must run the NVQ - Initialize Plan process before you can generate this report.

For more information about managing NVQ information, see Managing Local Functionality for the UK.

UK NVQ - Employee Plan Page

Usage	Use this run control page to run the UK NVQ – Employee Plan report.
Navigation	**Develop Workforce, Manage Competencies, Report Lcl, UK NVQ – Employee Plan**
Access Requirements	Enter a Run Control ID.



UK NVQ – Employee Plan – NVQ006 page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

UK NVQ - Employee Plan Report

Description	This report is associated with the NVQ module within Manage Competencies. The module is UK specific. This report displays the NVQ

	Unit Plan for an employee. It shows how NVQs are undertaken and the progress of the units for an employee. The information is presented by review; the comments and the status of each of the units appear by review date. You must run the SQR process NVQ005 - Initialize Plan before you can generate this report. For more information about the NVQ005 process, see "Managing Local Functionality for the UK".
Report ID	NVQ006
Type of Report	Crystal
Parameters	None
Source	PRCSRUNCNTL
Source Records	NVQ_TEMP, ACCOMP_TBL, PERSONAL_DATA
Sorted By	NVQ Code, Review Dates

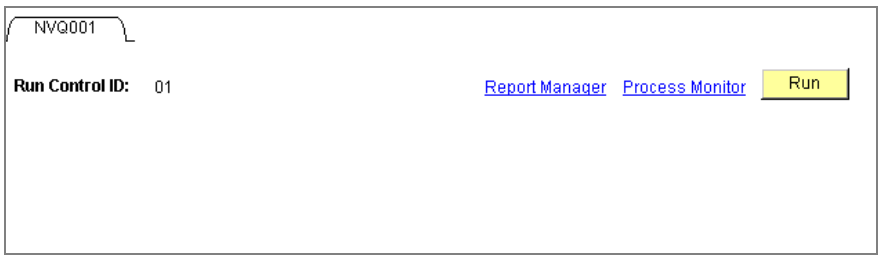
Generating the UK NVQ - Employee Status Report

The NVQ – Employee Status report is for UK users only. It lists employees enrolled in an NVQ program and their NVQ status.

For more information about managing NVQ information, see Managing Local Functionality for the UK.

UK NVQ - Employee Status Page

Usage	Use this run control page to run the UK NVQ – Employee Status report.
Navigation	**Develop Workforce, Manage Competencies, Report Lcl, UK NVQ – Employee Status**
Access Requirements	Enter a Run Control ID.



UK NVQ – Employee Status – NVQ001 page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

UK NVQ - Employee Status Report

Description	This report is associated with the National Vocational Qualification (NVQ) module within Manage Competencies. The module is UK specific. This report displays the list of employees and the NVQs with which they are associated. This list will also show the status of each NVQ.
Report ID	NVQ001
Type of Report	Crystal
Parameters	None
Source	PRCSRUNCNTL
Source Records	NVQ_PROG, ACCOMPLISHMENTS, ACCOMP_TBL
Sorted By	Employee ID

Generating the UK NVQ - NVQ Listing Report

The NVQ – NVQ Listing report is for UK users only. It lists the units you have defined on the NVQ Table.

For more information about managing NVQ information, see Managing Local Functionality for the UK.

UK NVQ - NVQ Listing Page

Usage	Use this run control page to run the UK NVQ – NVQ Listing report.
Navigation	**Develop Workforce, Manage Competencies, Report Lcl, UK NVQ – NVQ Listing**
Access Requirements	Enter a Run Control ID.



UK NVQ – NVQ Listing – NVQ003 page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

UK NVQ - NVQ Listing Report

Description	This report is associated with the National Vocational Qualification (NVQ) module within Manage Competencies. The module is UK specific. This report displays the list of all NVQs existing in the database.
Report ID	NVQ003

Type of Report	Crystal
Parameters	None
Source	PRCSRUNCNTL
Source Records	ACCOMP_TBL
Sorted By	NVQ Code

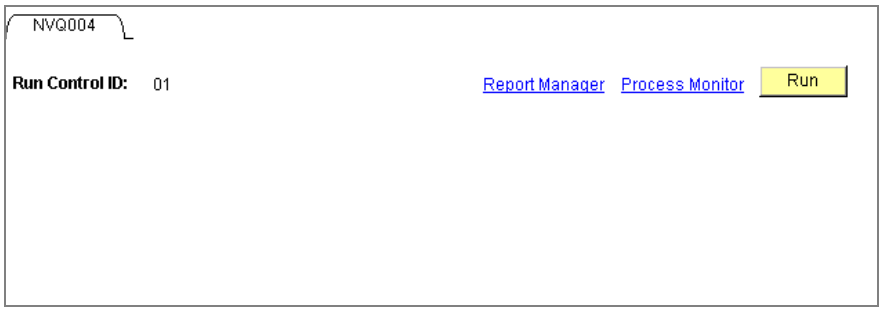
Generating the UK NVQ - Unit/Element Listing Report

The NVQ – Unit/Element Listing report is for UK users only. It lists the elements you have associated with a given NVQ unit.

For more information about managing NVQ information, see Managing Local Functionality for the UK.

UK NVQ - Unit/Element Listing Page

Usage	Use this run control page to run the UK NVQ – Unit/Element Listing report.
Navigation	**Develop Workforce, Manage Competencies, Report Lcl, UK NVQ – Unit/Element Listing**
Access Requirements	Enter a Run Control ID.



UK NVQ – Unit/Element Listing – NVQ004 page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

UK NVQ - Unit/Element Listing Report

Description	This report is associated with the NVQ module within Manage Competencies. The module is UK specific. This report displays the list of NVQ Units and its elements.
Report ID	NVQ004
Type of Report	Crystal
Parameters	None
Source	PRCSRUNCNTL
Source Records	COMPETENCY_TBL, NVQ_ELEMENT_TBL
Sorted By	Unit Code

Generating the UK NVQ - Unit Listing Report

The NVQ – Unit Listing report is for UK users only. It lists the units you have defined on the NVQ Table - NVQ Units Setup Page.

For more information about managing NVQ information, see Managing Local Functionality for the UK.

UK NVQ - Unit Listing Page

Usage	Use this run control page to run the UK NVQ – Unit Listing report.
Navigation	**Develop Workforce, Manage Competencies, Report Lcl, UK NVQ – Unit Listing**
Access Requirements	Enter a Run Control ID.



UK NVQ – Unit Listing – NVQ002 page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

UK NVQ - Unit Listing Report

Description	This report is associated with the NVQ module within Manage Competencies. The module is UK specific. This report displays the list of all NVQ Units stored in the database.
Report ID	NVQ002
Type of Report	Crystal
Parameters	None
Source	PRCSRUNCNTL
Source Records	COMPETENCY_TBL
Sorted By	Unit Code

CHAPTER 8

Running Administer Training Reports

PeopleSoft Human Resources supplies a group of standard reports to help you track and review courses, training costs, and produce training letters to notify students of changes in their course enrollment.

In this section, we've listed the reports by name, and provided you with a description of each.



For more information about generating reports, see Introduction to PeopleSoft Reporting. **For a complete listing** of all PeopleSoft Human Resources reports by Report Name, see List of Reports in PeopleSoft Human Resources.

List of Administer Training Reports

Report Name	*Report ID*	*Location*	*Global or Local*
Active Scenario Summary	TRN010	Develop Workforce, Budget Training, Report	GBL
Attendance Status	TRN018	Develop Workforce, Administer Training, Report	GBL
Course Category	TRN024	Develop Workforce, Administer Training, Report	GBL
Course Description	TRN023	Develop Workforce, Administer Training, Report	GBL
Course Equipment	TRN025	Develop Workforce, Administer Training, Report	GBL
Course Rating	TRN017	Develop Workforce, Administer Training, Report	GBL
Course Rating Templates	TRN019	Develop Workforce, Administer Training, Report	GBL
Course Session Roster	TRN002	Develop Workforce, Administer Training, Report	GBL

Course Table	PER703	Develop Workforce, Administer Training, Report	GBL
Course Vendors	TRN026	Develop Workforce, Administer Training, Report	GBL
Course Waiting List	TRN003	Develop Workforce, Administer Training, Report	GBL
Employee Session Cost Summary	TRN032	Develop Workforce, Administer Training, Report	GBL
Equipment Checklist	TRN034	Develop Workforce, Administer Training, Report	GBL
FRA Training Report 2483	TRN029	Develop Workforce, Administer Training, Report Lcl	GER
GER Internal Professional Education Status	PER107GR	Develop Workforce, Administer Training, Report Lcl	GER
Global Scenario Summary	TRN011	Develop Workforce, Budget Training, Report	GBL
Prerequisite Courses	TRN027	Develop Workforce, Administer Training, Report	GBL
SF182	FGSF182	Develop Workforce, Administer Training, Report	USF
Statistics of EEs Enrolled	TRN022	Develop Workforce, Administer Training, Report	GBL
Student Training History	TRN020	Develop Workforce, Administer Training, Report	GBL
Target Course Certifications	TRN016	Develop Workforce, Administer Training, Report	GBL
Target Qualifications	TRN028	Develop Workforce, Administer Training, Report	GBL
Training Facility Schedule	TRN005	Develop Workforce, Administer Training, Report	GBL
Training Instructor Schedule	TRN033	Develop Workforce, Administer Training, Report	GBL
Training Letters	TRN001	Develop Workforce, Administer Training, Report	GBL
Training Plan: Cost Detail	TRN036	Develop Workforce, Budget Training, Report Lcl	FRA
Training Plan: Distribution	TRN035	Develop Workforce, Budget Training, Report Lcl	FRA

Training Plan Summary	TRN030	Develop Workforce, Budget Training, Report	GBL
Training Program	TRN021	Develop Workforce, Administer Training, Report	GBL
Training Schedule	TRN004	Develop Workforce, Administer Training, Report	GBL

Generating the Active Scenario Summary Report

The Active Scenario Summary report summarizes the training demands that have been approved in the active scenario for a business unit.

For more information about setting up scenarios and making scenarios active, see Planning Training Budgets for Your Organization.

Active Scenario Summary Page

Usage	Use this run control page to run the Active Scenario Summary report.
Object Name	RUNCTL_TRN010
Navigation	**Develop Workforce, Budget Training (GBL), Report, Active Scenario Summary, Active Scenario Summary**
Access Requirements	Enter a Run Control ID.



Active Scenario Summary page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Business Unit.**

Select the **Budget Period** from the list of **Budget Periods** you have set up on the Budget Period Table.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Active Scenario Summary Report

Description	The Active Scenario Summary report provides a summary of approved training demands and budget information for a business unit.
Report ID	TRN010
Type of Report	SQR
Parameters	Budget Period, Business Unit
Source	RUNCTL_TRN010
Source Records	PS_BUDGET_PERIOD, PS_TRN_SCENARIO , PS_TRN_SIMULATION, PS_TRN_DEMAND
Sorted By	None

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

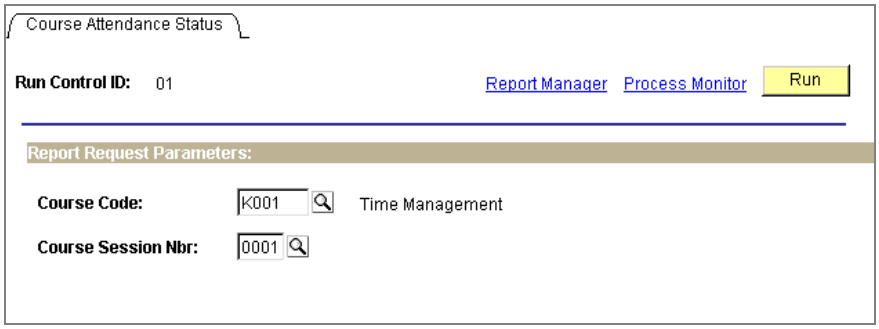
Generating the Attendance Status Report

The Attendance Status report summarizes the status of students associated with a course session.

For more information about managing enrollment, see Enrolling or Waitlisting Students.

Course Attendance Status Page

Usage	Use this run control page to run the Course Attendance Status report.
Object Name	RUNCTL_TRN018
Navigation	Develop Workforce, Administer Training (GBL), Report, Attendance Status, Course Attendance Status Develop Workforce, Administer Training (USF), Report, Attendance Status, Course Attendance Status
Access Requirements	Enter a Run Control ID.



Course Attendance Status page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Select the **Course Code** from the course codes that you have set up in the Course Table.

Select the **Course Session Nbr** from the list of active sessions that you have set up in the Course Session Table.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Attendance Status Report

Description	The Attendance Status report lists the attendance status of the students in a course.
Report ID	TRN018
Type of	SQR

Report	
Parameters	Course, Session
Source	RUNCTL_TRN018
Source Records	PS_TRAINING, PS_COURSE_TBL, PS_CRSE_SESSN_TBL
Sorted By	None

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Course Category Report

The Course Category report lists the categories that you have set up in your training catalog.

For more information about setting up categories, see Setting Up Course Categories.

Course Category Page

Usage	Use this run control page to run the Course Category report.
Object Name	RUNCTL_TRN024
Navigation	**Develop Workforce, Administer Training (GBL), Report, Course Category, Course Category** Develop Workforce, Administer Training (USF), Report, Course Category, Course Category
Access Requirements	Enter a Run Control ID.



Course Category page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Select the **Course Code** from the course codes you have set up in the Course Table.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Course Category Report

Description	The Course Category report lists the Course Categories.
Report ID	TRN024
Type of Report	Crystal
Parameters	Course
Source	RUNCTL_TRN024
Source Records	PS_COURSE_TBL, PS_COURSE_EQUIP, PS_TRN_EQUIP_TBL, PS_COST_UNIT_TBL PS_COURSE_DESCR.
Sorted By	Equipment/Material Code

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Course Description Report

The Course Description report lists the description of a selected course.

Course Description Page

Usage	Use this run control page to run the Course Description report.
Object Name	RUNCTL_TRN023
Navigation	**Develop Workforce, Administer Training (GBL), Report, Course Description, Course Description** Develop Workforce, Administer Training (USF), Report, Course Description, Course Description
Access Requirements	Enter a Run Control ID.



Course Description page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Select the **Course Code** from the course codes you have set up in the Course Table.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Course Description Report

Description	The Course Description report lists the description of a course.
Report ID	TRN023

Type of Report	Crystal
Parameters	Course
Source	RUNCTL_TRN023
Source Records	PS_COURSE_TBL, PS_COURSE_DESCR, PS_COST_UNIT_TBL
Sorted By	Course description type

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

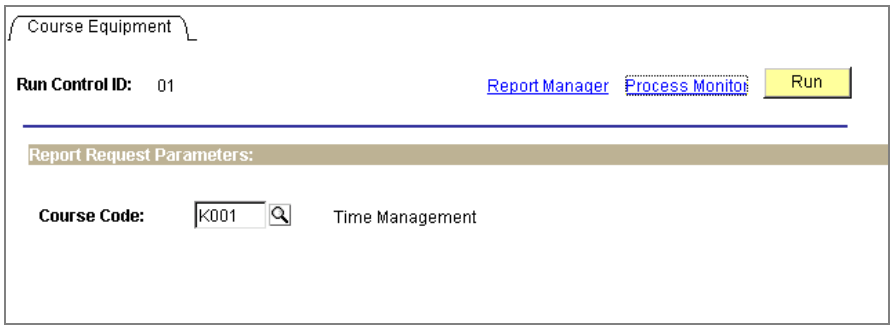
Generating the Course Equipment Report

The Course Equipment report lists the equipment that you need for a selected course. You set up this information on the Course Table.

For more information about defining the equipment for a course, see the Course Table - Equipment Page.

Course Equipment Page

Usage	Use this run control page to run the Course Equipment report.
Object Name	RUNCTL_TRN025
Navigation	**Develop Workforce, Administer Training (GBL), Report, Course Equipment, Course Equipment** Develop Workforce, Administer Training (USF), Report, Course Equipment, Course Equipment
Access Requirements	Enter a Run Control ID.



Course Equipment page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Select the **Course Code** from the course codes you have set up in the Course Table.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Course Equipment Report

Description	The Course Equipment report lists the equipment needed for a course.
Report ID	TRN025
Type of Report	Crystal
Parameters	Course
Source	RUNCTL_TRN025
Source Records	PS_COURSE_TBL, PS_TRN_CATALOG_TBL, PS_TRN_CAT_TBL, PS_TRN_SUBCAT_TBL, PS_COST_UNIT_TBL
Sorted By	Category, Subcategory, Course offering

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Course Rating Report

The Course Rating report details the ratings for course sessions of a selected course.

For more information about recording course evaluations, see the Course Session Evaluations Page.

Course Rating Page

Usage	Use this run control page to run the Course Rating report.
Object Name	RUNCTL_TRN017
Navigation	**Develop Workforce, Administer Training (GBL), Report, Course Rating, Course Rating** Develop Workforce, Administer Training (USF), Report, Course Rating, Course Rating
Access Requirements	Enter a Run Control ID.



Course Rating page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Select the **Course Code** from the course codes you have set up in the Course Table.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Course Rating Report

Description	The Course Rating report lists the evaluation rating for a course.
Report ID	TRN017
Type of Report	Crystal
Parameters	Course
Source	RUNCTL_TRN017
Source Records	PS_COURSE_TBL, PS_CRSE_SESSN_TBL, PS_CRSE_SESS_INSTR, PS_CRSE_SESS_RATNG, PS_COST_UNIT_TBL, PS_COURSE_DESCR
Sorted By	Session Number, Rating Area

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Course Rating Templates Report

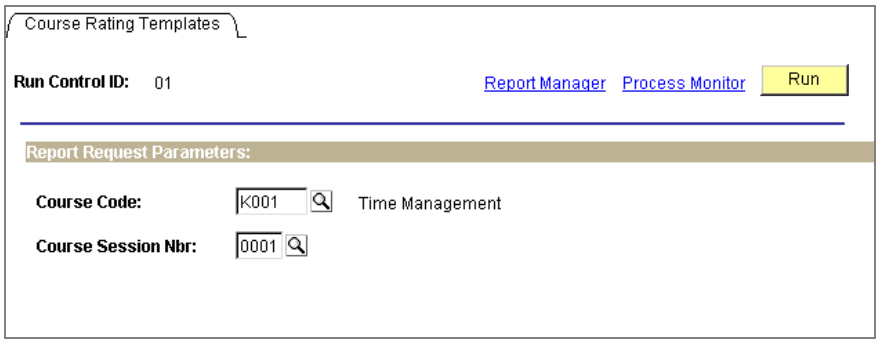
The Course Rating Templates report prints the template form that is completed by students enrolled in a course session.

For more information about recording course evaluations, see the Course Session Evaluations Page.

Course Rating Templates Page

Usage	Use this run control page to run the Course Rating Templates report.
Object Name	RUNCTL_TRN019
Navigation	**Develop Workforce, Administer Training (GBL), Report, Course Rating Templates, Course Rating Templates** Develop Workforce, Administer Training (USF), Report, Course Rating Templates, Course Rating Templates

Access Requirements	Enter a Run Control ID.



Course Rating Templates page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Select the **Course Code** from the course codes that you have set up in the Course Table.

Select the **Course Session Nbr** from the list of active sessions that you have set up in the Course Session Table.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Course Rating Templates Report

Description	The Course Rating Templates report is the evaluation template to be filled by the students enrolled for a course and session.
Report ID	TRN019
Type of Report	Crystal
Parameters	Course, Session
Source	RUNCTL_TRN019
Source Records	PS_CRSE_SESSN_TBL, PS_COURSE_TBL, PS_TRAINING, PS_CRSE_SESS_DATES, PS_CRS_1ST_SESS_VW
Sorted By	

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

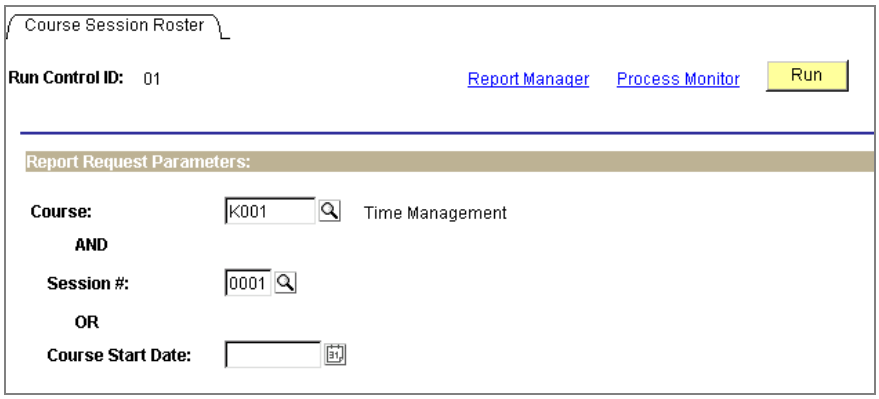
Generating the Course Session Roster Report

The Course Session Roster report provides details of a course session and lists the students enrolled in the session.

For more information about enrolling students, see Enrolling or Waitlisting Students.

Course Session Roster Page

Usage	Use this run control page to run the Course Session Roster report.
Object Name	RUNCTL_TRN002
Navigation	**Develop Workforce, Administer Training (GBL), Report, Course Session Roster, Course Session Roster** Develop Workforce, Administer Training (USF), Report, Course Session Roster, Course Session Roster
Access Requirements	Enter a Run Control ID.



Course Session Roster page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Select the **Course Code** from the course codes you have set up in the Course Table.

Select the **Session #** (session number) from the list of active sessions, or enter a **Course Start Date.**

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Course Session Roster Report

Description	The Course Session Roster report lists the course name, session number, session start date, and all students enrolled in this course.
Report ID	TRN002
Type of Report	Crystal
Parameters	Course Number, Session Number or Course Number, Session Start Date
Source	RUNCTL_TRN002
Source Records	PS_TRAINING , PS_COURSE_TBL , PS_PERSONAL_DTA_VW
Sorted By	None



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Course Table Report

The Course Table report lists details of all the courses that you have set up in your Course Table.



For more information about creating courses, see Setting Up Training Courses.

Course Table Page

Usage	Use this run control page to run the Course Table report.
Navigation	**Develop Workforce, Administer Training, Report, Course Table**
Access Requirements	Enter a Run Control ID.



Course Table – Run Control page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Course Table Report

Description	The Course Table report prints a list of the courses available and includes a description of the course, a type code, the location, duration, and school. You can use it to track internal training courses as well as those offered by outside vendors.
Report ID	PER703
Type of Report	Crystal
Parameters	None
Source	PRCSRUNCNTL
Source Records	PS_COURSE_TBL, PS_COST_UNIT_TBL
Sorted By	None

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

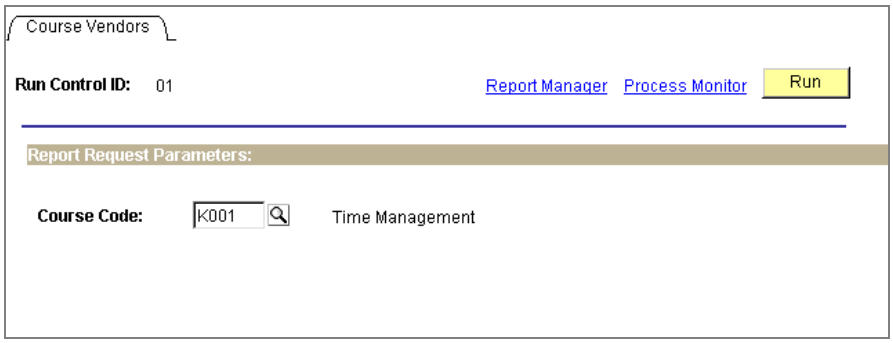
Generating the Course Vendors Report

The Course Vendors report lists the vendors that you have associated with a course on the Course Table.

For more information about entering vendor information for courses, see Setting Up Training Courses.

Course Vendors Page

Usage	Use this run control page to run the Course Vendors report.
Object Name	RUNCTL_TRN026
Navigation	**Develop Workforce, Administer Training (GBL), Report, Course Vendors, Course Vendors** Develop Workforce, Administer Training (USF), Report, Course Vendors, Course Vendors
Access Requirements	Enter a Run Control ID.



Course Vendors page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Select the **Course Code** from the course codes you have set up in the Course Table.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Course Vendors Report

Description	The Course Vendors report lists the vendors that are used for a course.
Report ID	TRN026
Type of Report	Crystal
Parameters	Course
Source	RUNCTL_TRN026
Source Records	PS_COURSE_TBL, PS_TRN_PROV_COST, PS_TRN_VENDOR_TBL, PS_COST_UNIT_TBL, PS_COURSE_DESCR
Sorted By	Vendor ID

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

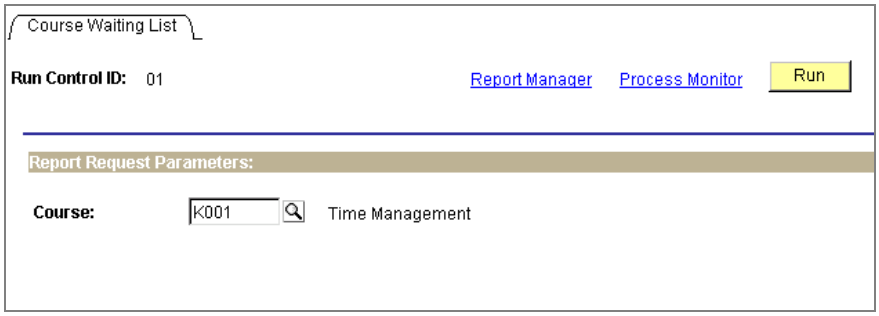
Generating the Course Waiting List Report

The Course Waiting List report lists the students on the course or session waiting list for a course.

For more information about adding students to waiting lists, see Managing Waiting Lists.

Course Waiting List Page

Usage	Use this run control page to run the Course Waiting List report.
Object Name	RUNCTL_TRN003
Navigation	**Develop Workforce, Administer Training (GBL), Report, Course Waiting List, Course Waiting List** Develop Workforce, Administer Training (USF), Report, Course Waiting List, Course Waiting List
Access Requirements	Enter a Run Control ID.



Course Waiting List page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Select the **Course Code** from the course codes that you have set up in the Course Table.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Course Waiting List Report

Description	The Course Waiting List report lists all students who are on the course or session wait list for this course.
Report ID	TRN003
Type of Report	Crystal
Parameters	Course Number

Source	RUNCTL_TRN003
Source Reports	PS_TRAINING, PS_COURSE_TBL, PS_PERSONAL_DTA_VW
Sorted By	Attendance

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

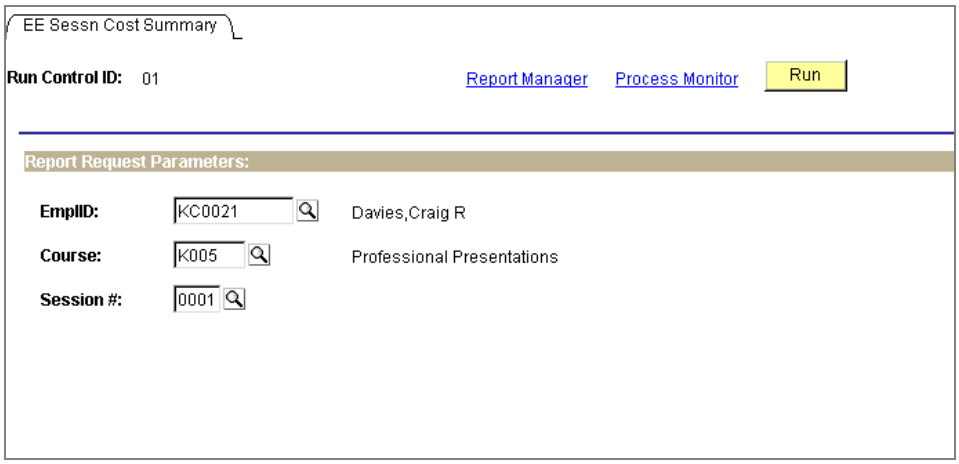
Generating the Employee Session Cost Summary Report

The Employee Session Cost Summary report summarizes the costs associated with an employee who is attending a training course.

For more information about how to process student costs, see Calculating and Tracking Student Costs.

EE Sessn Cost Summary Page

Usage	Use the EE Sessn Cost Summary (employee session cost summary) page to run a report of costs associated with an employee attending a course.
Object Name	RUNCTL_TRN032
Navigation	**Develop Workforce, Administer Training (GBL), Report, EE Session Cost Summary, EE Sessn Cost Summary**
Prerequisites	Before you can run this report, you must run the Compute Student Cost process which calculates the student costs for a given budget period and selected course sessions.
Access Requirements	Enter a Run Control ID.



EE Sessn Cost Summary (employee session cost summary) page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **EmplID** (employee ID).

Course Select the **Course** from the list of course codes. The system displays only the courses that the employee has completed. When you move out of this field, the system displays the course title.

Session # (session number) Select the course session from the list of valid sessions.

Click **Run** to run the report using Process Scheduler. The EE Session Cost Summary job runs two processes to produce the report:

- EE Session Costs (HR_TRNEECOST). This is an application engine process that extracts the costs and stores them in a temporary table (PS_TRN032_TAO). The system runs this process first to generate the data for the report.
- EE Session Cost Summary. This is an SQR process that generates the report using the data in the temporary table.

For more information about Process Scheduler, see Process Scheduler.

Employee Session Cost Summary Report

Description	The Employee Session Cost Summary report lists the costs associated with an employee who is attending a training course. There is a cost for each of the following: salary, vendor, facility, equipment, instructor, employee expense, and session expense.

Report ID	TRN032
Type of Report	SQR
Parameters	Employee ID, Course, and Session Number
Source	RUNCTL_TRN032
Source Records	PS_CRSE_SESSN_TBL, PS_COURSE_TBL, PS_PERSONAL_DATA, PS_RUN_CNTL_TRN032, PS_TRN032_TAO
Sorted By	Cost type

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

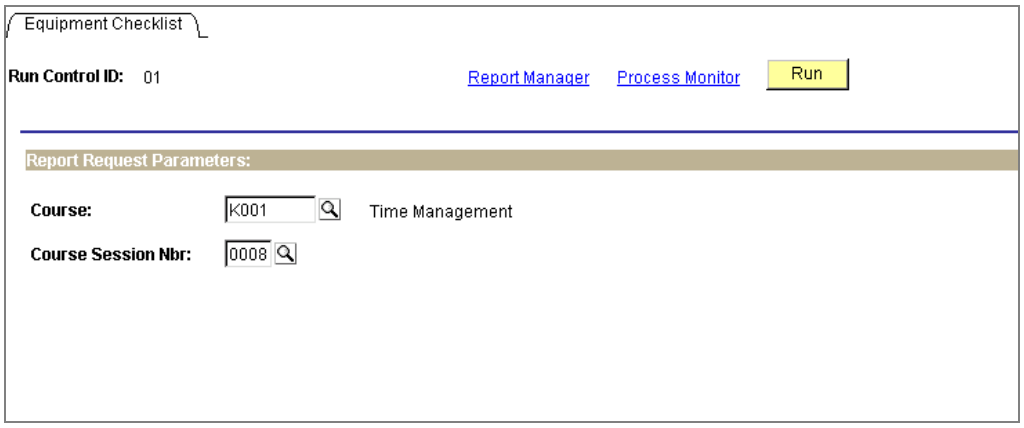
Generating the Equipment Checklist Report

The Equipment Checklist report provides a list of the equipment that you need for a course session.

For more information about defining equipment for a course session, see Planning and Setting Up Course Sessions.

Equipment Checklist Page

Usage	Use the Equipment Checklist page to generate a listing of the equipment required for a course session.
Object Name	RUNCTL_TRN034
Navigation	**Develop Workforce, Administer Training (GBL), Report, Equipment Checklist, Equipment Checklist**
Prerequisites	Before you can run the report, you must have set up the course session in the Course Session Table.
Access Requirements	Enter a Run Control ID.



Equipment Checklist page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Course Select the **Course** from the list of valid values.

Course Session Nbr (course session number) Select the **Course Session Nbr** from the list of course sessions.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Equipment Checklist Report

Description	The Equipment Checklist report lists the equipment required for a course session. For each item, the report shows the quantity required, the number available in the training room and facility, and the total number that has been booked at the facility for that period.
Report ID	TRN034
Type of Report	SQR Report
Parameters	Course Code and Course Session Number
Source	RUNCTL_TRN034
Sorted By	Equipment Code

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

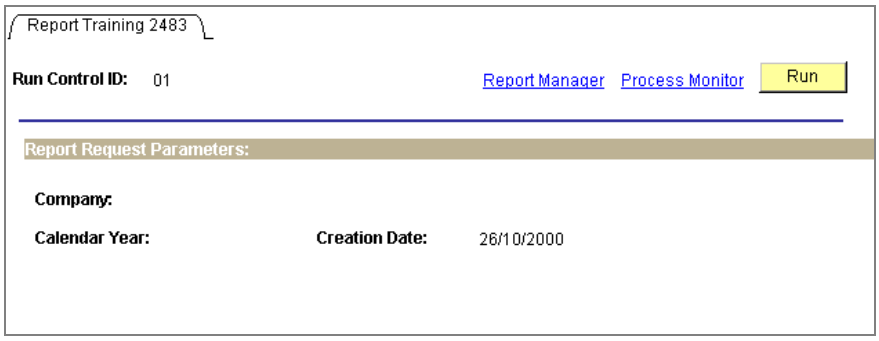
Generating the French Training Report 2483

The Training Report 2483 (TRN029), or the Declaration 2483 Report, is a French regulatory report in which you declare what vocational training your company has provided to your employees. The report compiles information about the amount of money that your company has spent on training.

For more information about preparing this report, see Producing the French Training Report 2483.

Report Training 2483 Page

Usage	Use this run control page to run the French Training Report 2483.
Object	RUNCTL_TRN029
Navigation	**Develop Workforce, Administer Training (GBL), Report Lcl, FRA Training Report 2483, Report Training 2483** Monitor Workplace, Report Regulations (FRA), Report, Training Report 2483, Report Training 2483
Prerequisites	Before running this report, you must: Run the Compute Training Report 2483 (DEC2483) process to calculate the indicators. Check the results of the calculation and update them, if necessary, on the FRA Edit 2483 - Edit 2483 Page.
Access Requirements	Enter a Run Control ID.



Report Training 2483 page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

The fields on this page are set up when you run the Compute Training Report 2483 process.

For more information about these fields, see Running the Compute Training Report Process.

FRA Training Report 2483

Description	The Training Report 2483 is a French regulatory report that is used to declare vocational training that your organization has provided to your employees. In France, organizations with more than 10 employees must provide detailed information on training policy for the organization for a given year through several indicators. This report compiles the results of the calculation of the 2483 indicators.
Report ID	TRN029
Type of Report	Crystal Report
Parameters	Company, Calendar Year, Creation Date
Source	RUNCTL_TRN029
Source Records	GROUP_2483_FRA, INDIC_2483_FRA, EDIT_2483_FRA
Sorted By	2483 Indicator group, 2483 Indicator

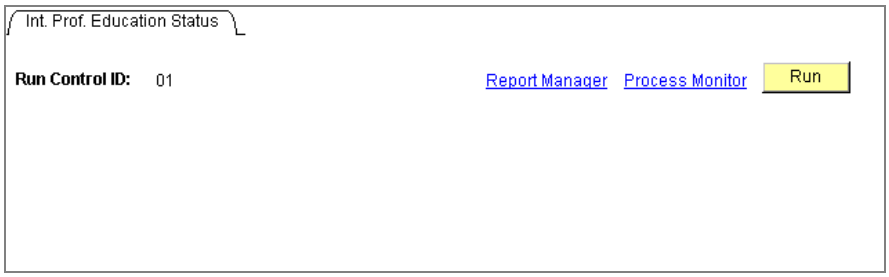
Generating the German Internal Professional Education Status Report

The German Internal Professional Education Status report summarizes the status of employees enrolled in an internal training program.

For more information about setting up German education programs, see Tracking Professional Education Programs for German Workers.

Int. Prof. Education Status Page

Usage	Use the Int. Prof. Education Status (internal professional education status) page to report information about the current status of the steps in the Internal Education Training Programs. Only those employees who have the Intern check box selected and haven't selected Graduated in the Professional Education page are included in the report.
Navigation	**Go, Develop Workforce, Administer Training (GBL), Report (Lcl), GER Int Prof Education Status**
Access Requirements	Enter a Run Control ID.



Int. Prof. Education Status (internal professional education status) page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Internal Professional Education Status Report

Description	The Internal Professional Education Status (Ausbildungsverlauf) report details the current status of employees who are enrolled in an internal education training plan.

Report ID	PER107GR
Type of Report	Crystal
Parameters	None
Source	PRCSRUNCTL
Source Records	PERSONAL_DATA, ACOMPLISHMENTS, EE_IPE_STEPS
Sorted By	Employee ID

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Global Scenario Summary Report

The Global Scenario Summary report summarizes the training demands that have been approved in a selected scenario.

For more information about setting up global scenarios, see Planning Training Budgets for Your Organization.

Global Scenario Summary Page

Usage	Use this run control page to run the Global Scenario Summary report.
Object Name	RUNCTL_TRN011
Navigation	**Develop Workforce, Budget Training (GBL), Report, Global Scenario Summary, Global Scenario Summary**
Access Requirements	Enter a Run Control ID.



Global Scenario Summary page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID,** and **Business Unit.**

Select the **Budget Period** from the list of Budget Periods that you have set up on the Budget Period Table.

Select the **Scenario** from the list of scenarios that you have created.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Global Scenario Summary Report

Description	The Global Scenario Summary report provides a summary of approved training demands and the budget information for the department or business unit retrieving the information from the selected global scenario.
Report ID	TRN011
Type of Report	SQR
Parameters	Budget Period, Business Unit, Scenario
Source	RUNCTL_TRN011
Source Records	PS_BUDGET_PERIOD, PS_TRN_SCENARIO, PS_TRN_SIMULATION, PS_TRN_DEMAND
Sorted By	None

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

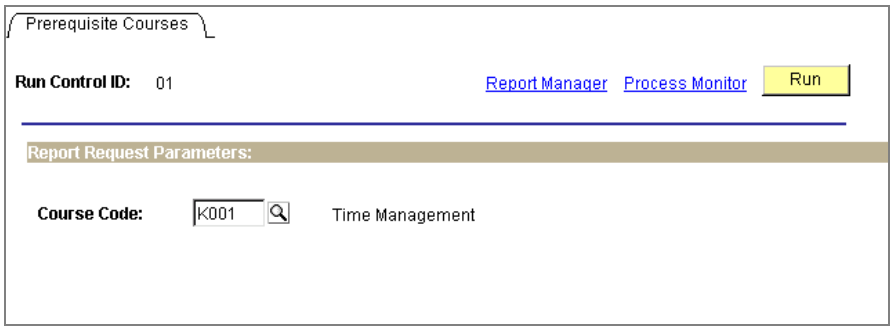
Generating the Prerequisite Courses Report

The Prerequisites Courses report lists the courses that students need to complete before attending a selected course. You set up prerequisites on the Course Table.

For more information about setting up prerequisites, see Setting Up Training Courses.

Prerequisite Courses Page

Usage	Use this run control page to run the Course Description report.
Object Name	RUNCTL_TRN027
Navigation	**Develop Workforce, Administer Training (GBL), Report, Prerequisite Courses, Prerequisite Courses** Develop Workforce, Administer Training (USF), Report, Prerequisite Courses, Prerequisite Courses
Access Requirements	Enter a Run Control ID.



Prerequisite Courses page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Select the **Course Code** from the course codes you have set up in the Course Table.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Prerequisite Courses Report

Description	The Prerequisite Courses report lists the prerequisite courses for a course.
Report ID	TRN027
Type of Report	Crystal
Parameters	Course
Source	RUNCTL_TRN027
Source Records	PS_COURSE_TBL, PS_TRN_PREREQ_CRSE, PS_COURSE_TBL, PS_COST_UNIT_TBL, PS_COURSE_DESCR
Sorted By	Prerequisite Course Code

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

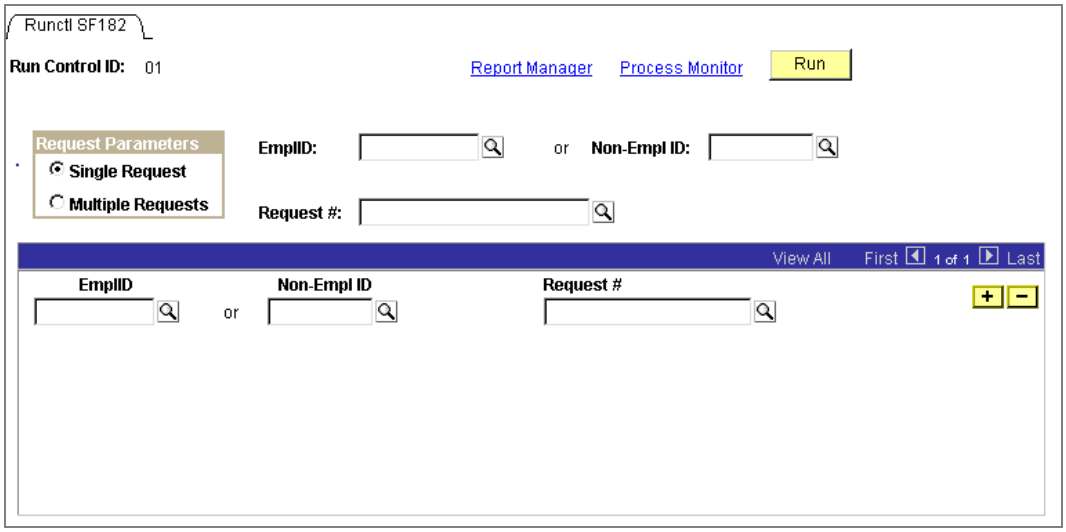
USF Generating the SF182 Report

The SF182 report is used by US Federal users to generate the SF 182 to request, authorize, detail estimates costs and billing, and certify training programs for employees.

For more information about entering training request data, see the Course Session Enrollment Page.

USF - SF182 – Runctl SF182 Page

Usage	Use this run control page to generate the SF182 report.
Object Name	RUNCTL_SF182
Navigation	**Develop Workforce, Administer Training (USF), Report, SF182, Runctl SF182**
Access Requirements	Enter a Run Control ID.



SF182 – Runctl SF182 page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID,** and **EmplID.**

Non-EmplID Select the **Non-EmplID** (non-employee ID) you want to include in the report.

Request # Select the **Request #** (request number) from the list of training requests.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

USF – SF182 Report

Description	This report provides a standardized mechanism to generate SF 182 to request, authorize, detail estimates costs and billing, and certify training programs for employees.
Report ID	FGSF182
Type of Report	SQR
Parameters	Employee ID or Non-employee ID, Request #, Single or Multiple Requests
Source	RUNCTL_SF182



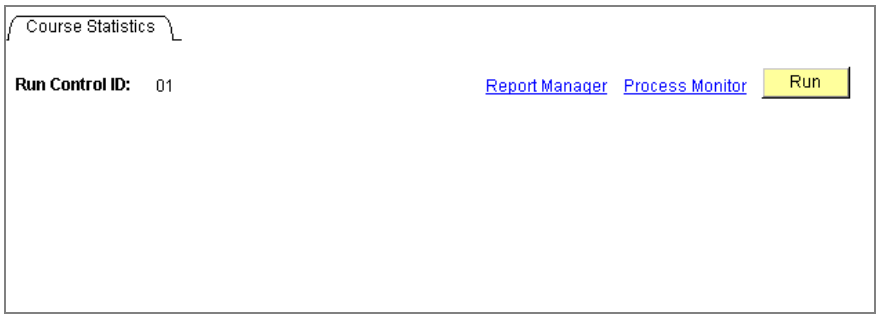
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Statistics of EEs Enrolled Report

The Statistics of EEs Enrolled report lists the employees enrolled in courses including their company, location, and department.

Statistics of EEs Enrolled - Course Statistics Page

Usage	Use this run control page to run the Statistics of EEs Enrolled report.
Object Name	RUNCTL_TRN022
Navigation	**Develop Workforce, Administer Training (GBL), Report, Statistics of EEs Enrolled, Course Statistics** Develop Workforce, Administer Training (USF), Report, Statistics Evaluation, Course Statistics
Access Requirements	Enter a Run Control ID.



Statistics of EEs Enrolled - Course Statistics page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Statistics of EEs Enrolled Report

Description	The Statistics of EEs Enrolled report lists the employees enrolled in courses and lists course statistics by company, location, and department.
Report ID	TRN022
Type of Report	SQR
Parameters	None
Source	RUNCTL_TRN022
Source Records	PS_TRAINING, PS_COURSE_TBL, PS_JOB, PS_PERSONAL_DATA, PS_DEPT_TBL PS_LOCATION_TBL, PS_COMPANY_TBL
Sorted By	Company, Location, Department ID, Employee ID, Course Start Date

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

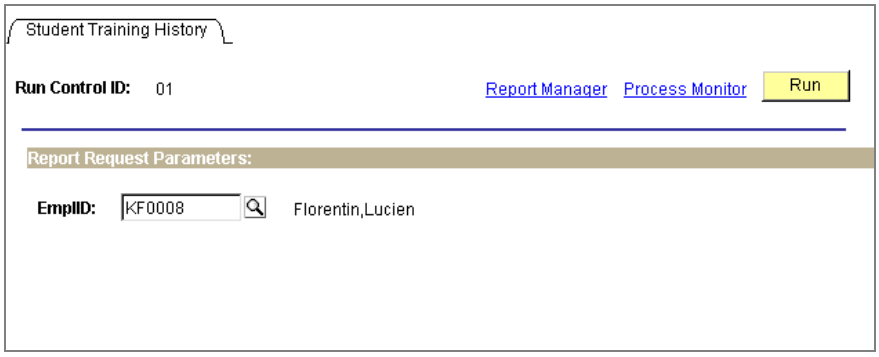
Generating the Student Training History Report

The Student Training History report summarizes the training that a student has completed.

For more information about tracking student training, see Maintaining Student Training Data.

Student Training History Page

Usage	Use this run control page to run the Student Training History report.
Object Name	RUNCTL_TRN020
Navigation	**Develop Workforce, Administer Training (GBL), Report, Student Training History, Student Training History** Develop Workforce, Administer Training (USF), Report, Student Training History, Student Training History
Access Requirements	Enter a Run Control ID.



Student Training History page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, EmplID** (employee ID).

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Student Training History Report

Description	The Student Training History report lists the courses and sessions completed by a student.
Report ID	TRN020
Type of Report	Crystal
Parameters	EmplID
Source	RUNCTL_TRN020
Source Records	PS_TRAINING, PS_PERSONAL_DATA, PS_COURSE_TBL
Sorted By	Course Start Date

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Target Course Certifications Report

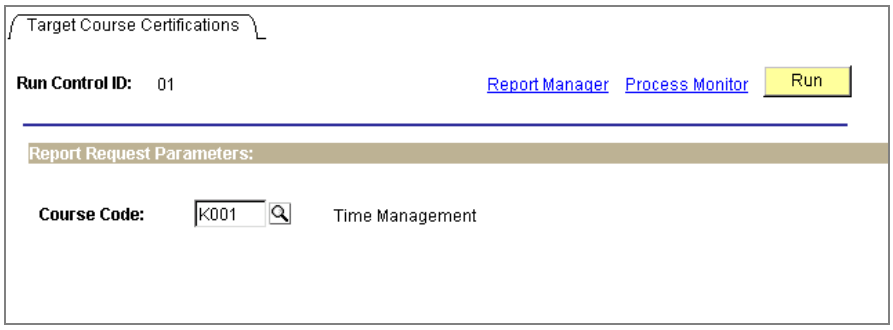
The Target Course Certifications report lists the licenses/certifications that students are awarded on successful completion of a course.

For more information about defining course goals, see Setting Up Training Courses.

Target Course Certifications Page

Usage	Use this run control page to run the Target Course Certifications report.
Object Name	RUNCTL_TRN016
Navigation	**Develop Workforce, Administer Training (GBL), Report, Target Course Certifications, Target Course Certifications** Develop Workforce, Administer Training (USF), Report, Target Course Certifications, Target Course Certifications

Access Requirements	Enter a Run Control ID.



Target Course Certifications page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Select the **Course Code** from the course codes you have set up in the Course Table.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Target Course Certifications Report

Description	The Target Course Certifications report lists the target license/certifications for a course
Report ID	TRN016
Type of Report	Crystal
Parameters	Course
Source	RUNCTL_TRN016
Source Records	PS_COURSE_TBL, PS_COURSE_LICENSE, PS_LIC_CERTIF_VW, PS_COST_UNIT_TBL, PS_COURSE_DESCR
Sorted By	License/Certification Code

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

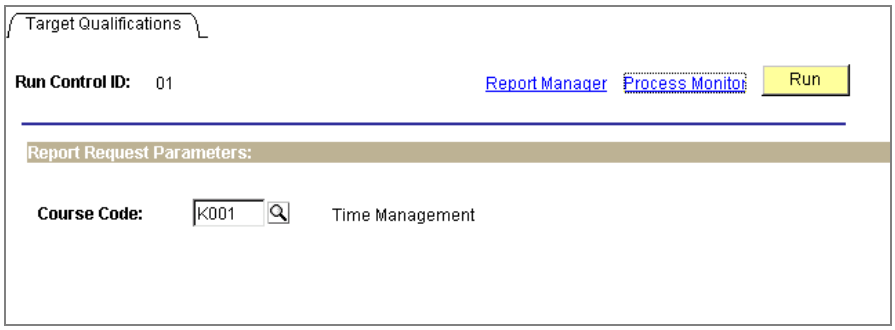
Generating the Target Qualifications Report

The Target Qualifications report lists the competencies that the course aims to develop or improve. You set up target qualifications on the Course Table.

For more information about setting up course goals, see Setting Up Training Courses.

Target Qualifications Page

Usage	Use this run control page to run the Target Qualifications report.
Object Name	RUNCTL_TRN028
Navigation	**Develop Workforce, Administer Training (GBL), Report, Target Qualifications, Target Qualifications** Develop Workforce, Administer Training (USF), Report, Target Qualifications, Target Qualifications
Access Requirements	Enter a Run Control ID.



Target Qualifications page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Select the **Course Code** from the course codes you have set up in the Course Table.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Target Qualifications Report

Description	The Target Qualifications report lists the target qualifications for a course.
Report ID	TRN028
Type of Report	Crystal
Parameters	Course
Source	RUNCTL_TRN028
Source Records	PS_COURSE_TBL, PS_COURSE_COMPS, PS_COMPETENCY_TBL, PS_COST_UNIT_TBL, PS_COURSE_DESCR
Sorted By	Competency

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

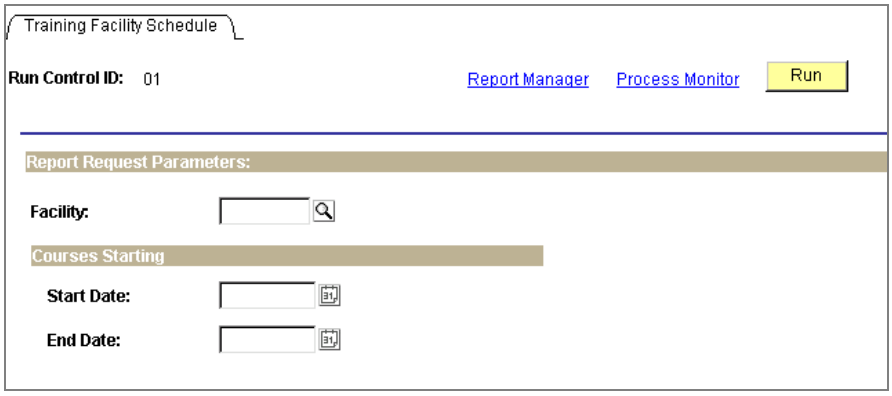
Generating the Training Facility Schedule Report

The Training Facility Schedule report provides a schedule of all the course sessions that you have scheduled at a training facility, within a given period.

For more information about setting up Course Sessions, see Administering Course Sessions.

Training Facility Schedule Page

Usage	Use this run control page to run the Training Facility Schedule report.
Object Name	RUNCTL_TRN005
Navigation	**Develop Workforce, Administer Training (GBL), Report, Training Facility Schedule, Training Facility Schedule** Develop Workforce, Administer Training (USF), Report, Training Facility Schedule, Training Facility Schedule
Access Requirements	Enter a Run Control ID.



Training Facility Schedule page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Report Request Parameters

Facility Select the **Facility** you want the report to cover.

Courses Starting

From Date Enter the start date for the report in **From Date.**

End Date Enter the **End Date** for the report.

Click the **Run** button to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Training Facility Schedule Report

Description	The Training Facility Schedule report lists all scheduled classes at the input facility between the input dates. All sessions are listed by course start date.
Report ID	TRN005
Type of Report	Crystal
Parameters	Training Facility, From Date, and Thru Date
Source	RUNCTL_TRN005
Source Records	PS_CRSE_SESSN_TBL, PS_COURSE_TBL, PS_TRN_ROOM_TBL, PS_CRSE_SESS_DATES
Sorted By	Room Number, Course Session Start Date, Course Start Time, Course

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Training Instructor Schedule Report

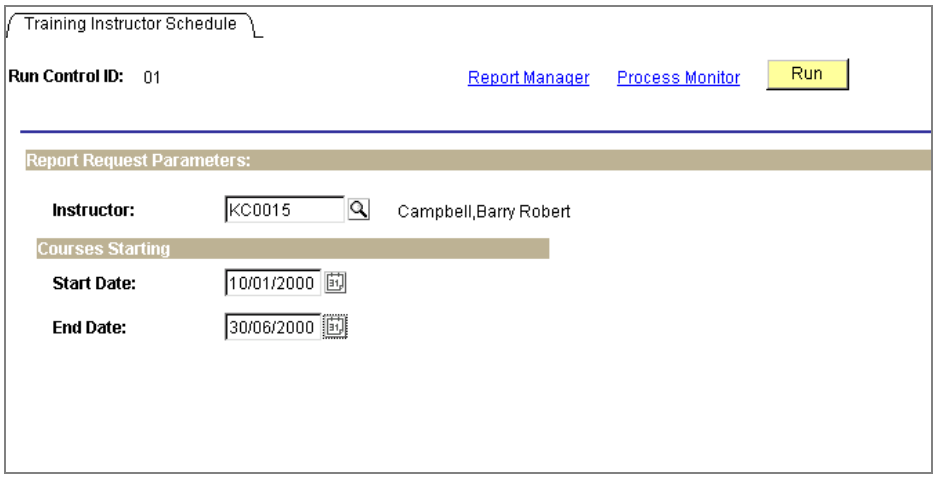
The Training Instructor Schedule report lists an instructor's teaching schedule for a given period.

For more information about setting up course sessions, see Administering Course Sessions.

Training Instructor Schedule Page

Usage	Use the Training Instructor Schedule page to generate a report of an instructor's teaching schedule for a given period.
Object Name	RUNCTL_TRN033
Navigation	**Develop Workforce, Administer Training (GBL), Report, Training Instructor Schedule, Training Instructor Schedule**

Prerequisites	Before you can run the report, the instructor must be in the Instructor Table.
Access Requirements	Enter a Run Control ID.



Training Instructor Schedule page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Instructor Select the **Instructor** from the list of valid values.

Courses Starting

From Date Enter the start date for the report in **From Date.**

Thru Date Enter the end date for the report in **Thru Date.**

Click the **Run** button to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Training Instructor Schedule Report

Description	The Training Instructor Schedule report lists the courses that an instructor is scheduled to teach during a selected period.
Report ID	TRN033
Type of	Crystal report

Report	
Parameters	Instructor, From Date, Thru Date
Source	RUNCTL_TRN033
Sorted By	Course Start Date

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

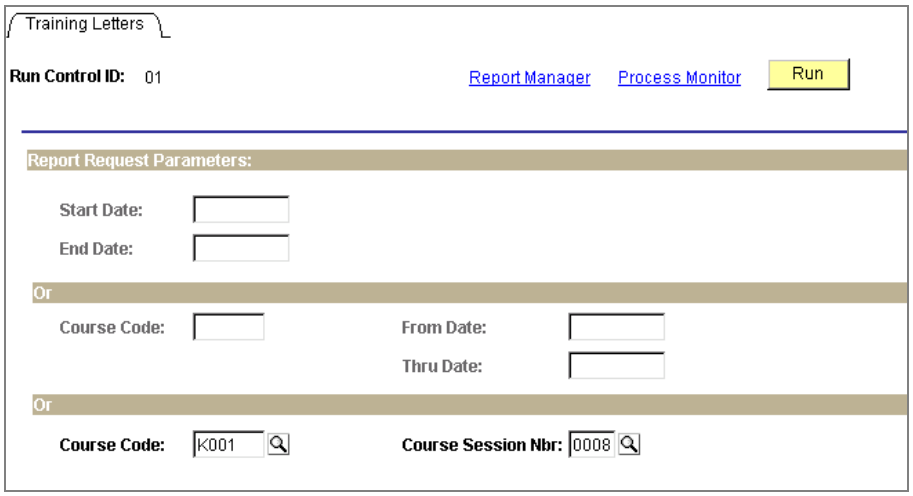
Generating the Training Letters Report

The Training Letters report generates training letters for course sessions over a given period.

For more information about using training letters, see Generating Administer Training Letters.

Training Letters Page

Usage	Use the Training Letters report page to generate training letters for course sessions that you have scheduled.
Object Name	RUNCTL_TRN001
Navigation	**Develop Workforce, Administer Training (GBL), Report, Training Letters, Training Letters**
Prerequisites	Before you can run the report, you must have set up your training letters.
Access Requirements	Enter a Run Control ID.



Training Letters page

Depending on the parameters that you supply, you can produce training letters for the following sessions:

- All course sessions scheduled within a defined period.

Or

- Course sessions of a specified course within a defined period.

Or

- A specific course session.

To Generate Letters for all Course Sessions for a Defined Period

From Date Enter the start date for the report in **From Date.**

End Date Enter the **End Date** for the report.

To Generate Letters for Course Sessions of a Specific Course

Course Code Select the **Course Code** from the list of valid values.

From Date Enter the start date for the report in **From Date.**

Thru Date Enter the end date for the report in **Thru Date.**

For a Specific Course Session

Course Code Select the **Course Code** from the list of valid values.

Course Session Nbr (course session number) Select the **Course Session Nbr** from the list of course sessions.

Running the Report

Click the **Run** button to run this request. From the Process Scheduler Request page, select the check box for the process that you want to run and update the Type and Format fields for the SQR Report process.

Select the Training Letters process (process type PSJob) if you want Process Scheduler to automatically run the processes sequentially. Process Scheduler runs the SQR report process to extract data, then it uses the Word macro to merge the data, and finally it runs the Application Engine process that will email training letters to students with email addresses.

If you prefer to run each process manually, select the SQR Report process first. When that has run, you run the WinWord process to merge the data, and then run the Application Engine process for emails.

For the SQR Report process, select File in the Type field and LP in the Format field.

No matter what Output Destination that you specify on Process Scheduler, the system always sends the data extract files and the form letter to a temp directory. You use Word for Windows to print the letters.



For more information about location of the letters, see Setting up the Macros for your Environment.

Training Letters Report

Description	The Training Letters report involves three processes that run in the following order: An SQR report that extracts data from the database and creates several data extract files. A Microsoft Word for Windows mail merge which prints the training letters you may issue at different stages of administering course sessions: notification of course session enrollment, changes to schedules, and cancellations. The report generates letters for all students, including non-employees. An application engine process that emails training letters to students with an email address specified in personal data.
Report ID	TRN001
Type of Report	SQR, Word for Windows
Parameters	From and Thru Date or Course Code, From and Thru Date or Course Code, Course Session Number

Source	RUNCTL_TRN001
Source Records	PS_CRSE_SESSN_TBL, PS_TRAINING, PS_CRSE_SESS_DATES, PS_PERSONAL_DATA, PS_TRN_FACIL_TBL, PS_TRN_ROOM_TBL, PS_CRS_1ST_SESS_VW, PS_RUN_CNTL_TRN001, EC PS_EMAIL_ADDRESSES
Sorted By	Letter Code, Employee ID, Non-Employee ID

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Training Plan: Costs Detail Report

The Training Plan: Costs Detail report lists the costs that are associated with a course, for each type of training cost, such as facility or vendor costs. You set up course costs on the Course Cost Table.

For more information about defining course costs, see Setting Up Default Training Costs.

Training Plan: Costs Detail Page

Usage	Use the Training Plan: Costs Detail report page to run the Training Plan: Costs detail report for a given budget period.
Object Name	RUNCTL_TRN036
Navigation	**Develop Workforce, Budget Training (GBL), Rpt Lcl, FRA Trn Plan: Costs Detail, Training Plan: Cost Details**
Prerequisites	Before you can run the report, you must set up default training costs for your courses.
Access Requirements	Enter a Run Control ID.



FRA Tm Plan: Costs Detail - Training Plan: Cost Details page

The system displays your User ID and the **Run Control ID** that you selected. These fields are for information only.

Budget Period — Select from the list of valid budget periods the **Budget Period** that you want to report to cover. When you move out of this field, the system displays the budget period description.

Business Unit — Select the **Business Unit** from the list of valid business units.

Department — If you want to limit the report to one department, select the **Department** from the list of valid departments. To include all departments in the report, leave this field blank.

Course Code — If you want to limit the report to one course, select the **Course Code** from the list of courses. To include all courses in the report, leave this field blank.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Training Plan: Cost Details Report

Description	The Training Plan: Costs Detail report lists your training costs that are associated with each course. The report details the costs for these cost types: facility, instructor, vendor, equipment, salary costs, and expenses.

Report ID	TRN036
Type of Report	SQR
Parameters	Budget Period, Business Unit, Department (optional), Course Code (optional)
Source	RUNCTL_TRN036
Source Records	PS_BUDGET_BUS_UNIT, PS_TRN_BASE_CUR, PS_CURRENCY_CD_TBL, PS_TRN_DEMAND, PS_TRN_SIMULATION, PS_TRN_SCENARIO, PS_TRN_CATALOG_TBL, PS_BUDGET_PERIOD, PS_BUS_UNIT_TBL_HR, PS_COURSE_TBL, PS_DEPT_TBL, PS_TRN_DEMAND_EE, PS_JOB_CURR_VW, PS_TRN_SML_COST_VW, PS_TRN_SML_SUM_VW, PS_TRN_LST_CRSE_VW, PS_TRN_PLN_DEM_VW
Sorted By	Department, Course Code

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

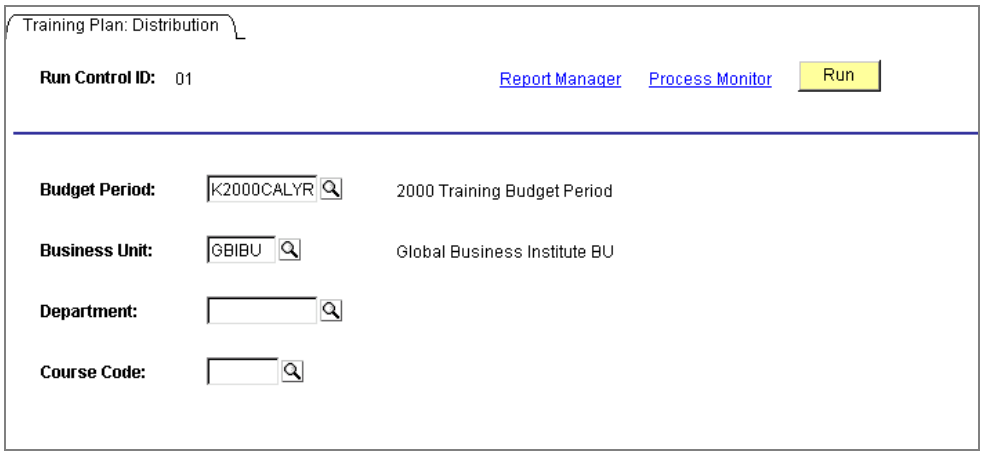
Generating the Training Plan: Distribution Report

The Training Plan: Distribution report is a French-specific report that shows how the training demands you've defined for your organization are distributed by gender and professional category.

Training Plan: Distribution Page

Usage	Use the Training Plan: Distribution report page to run the Training Plan: Distribution report.
Object Name	RUNCTL_TRN035
Navigation	**Develop Workforce, Budget Training (GBL), Rpt Lcl, FRA Trn Plan: Distribution, Training Plan: Distribution**
Prerequisites	Before you can run this report you need to set up your training demands and specify how the demand is distributed. Set up your training demands on the General Demand and Department Demand pages.

Access Requirements	Enter a Run Control ID.



FRA Tm Plan: Distribution - Training Plan: Distribution page

The system displays your User ID and the **Run Control ID** that you selected. These fields are for information only.

Budget Period Select from the list of valid budget periods the **Budget Period** that you want to report to cover. When you move out of this field, the system displays the budget period description.

Business Unit Select the **Business Unit** from the list of valid business units.

Department If you want to limit the report to one department, select the **Department** from the list of valid departments. To include all departments in the report, leave this field blank.

Course Code If you want to limit the report to one course, select the **Course Code** from the list of courses. To include all courses in the report, leave this field blank.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Training Plan: Distribution Report

Description	The Training Plan: Distribution report details how your training demands are distributed by gender and by professional category such as, executive, manager, office worker, qualified worker, or non qualified worker.
Report ID	TRN035
Type of Report	SQR
Parameters	Budget Period, Business Unit, Department (optional), Course Code (optional)
Source	RUNCTL_TRN035
Source Records	PS_TRN_DEMAND, PS_TRN_SIMULATION, PS_TRN_SCENARIO, PS_TRN_CATALOG_TBL, PS_BUDGET_PERIOD, PS_BUS_UNIT_TBL_HR, PS_COURSE_TBL, PS_DEPT_TBL, PS_TRN_DEMAND_EE, PS_PERSONAL_DATA, PS_JOB_CURR_VW, PS_JOB, PS_EMPL_CTG_L1
Sorted By	Department and Course Code

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Training Plan Summary Report

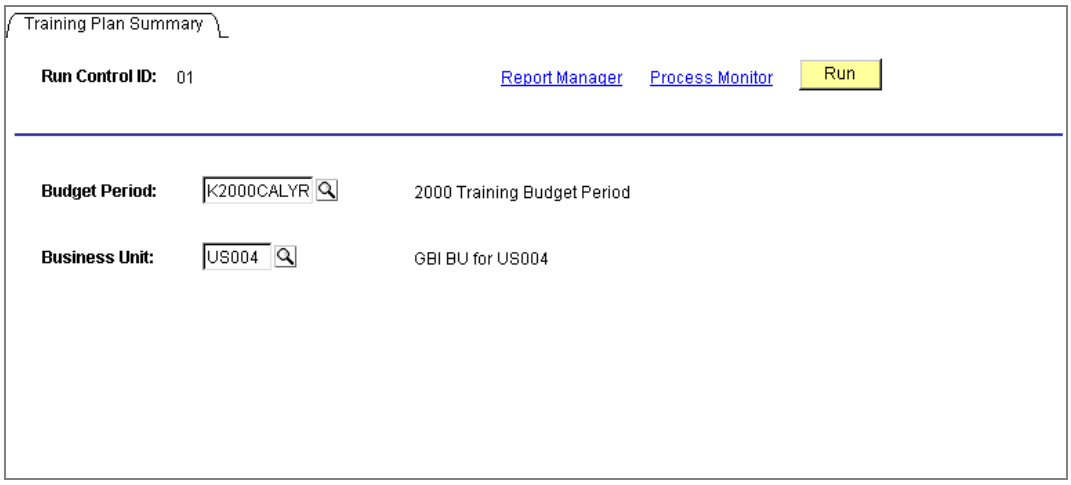
The Training Plan Summary report lists all the courses that are included in your organization's training plan for a given budget period and business unit.

For more information about setting up training plans, see Planning Training Budgets for Your Organization.

Training Plan Summary Page

Usage	Use the Training Plan Summary page to run a Training Plan Summary report.

Object Name	RUNCTL_TRN030
Navigation	**Develop Workforce, Budget Training (GBL), Report, Training Plan Summary, Training Plan Summary**
Prerequisites	Before you can run this report you need to set up your training demands. Set up your training demands on the General Demand and Department Demand pages.
Access Requirements	Enter a Run Control ID.



Training Plan Summary page

The system displays your User ID and the **Run Control ID** that you selected. These fields are for information only.

Budget Period Select from the list of valid budget periods the **Budget Period** that you want the report to cover. When you move out of this field, the system displays the budget period description.

Business Unit Select the **Business Unit** from the list of valid business units.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Training Plan Summary Report

Description	The Training Plan Summary report lists all the courses that are included in the training plan for a given budget period and business unit. For each course, the report includes the cost of the course, the number of people approved for the course, and the total number of hours of training, which is calculated by multiplying the number of approved employees by the course duration.
Report ID	TRN030
Type of Report	SQR
Parameters	Budget Period, Business Unit
Source	RUNCTL_TRN030
Source Records	PS_BUDGET_BUS_UNIT, PS_TRN_BASE_CUR, PS_BUDGET_PERIOD, PS_TRN_APR_CRSE_VW, PS_TRN_SML_SUM_VW, PS_COURSE_TBL
Sorted By	

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

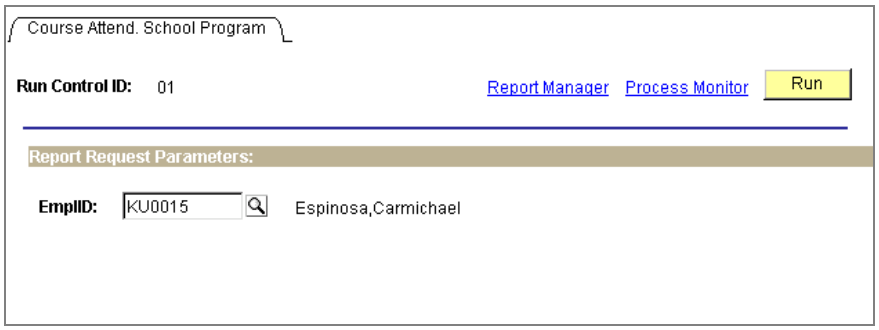
Generating the Training Program Report

The Training Program report lists the training program you have set up for an employee.

Training Program – Course Attend. School Program Page

Usage	Use this run control page to run the Training Program report.
Object Name	RUNCTL_TRN021
Navigation	**Develop Workforce, Administer Training (GBL), Report, Training Program, Course Attend. School Program** Develop Workforce, Administer Training (USF), Report, Training Program, Course Attend. School Program
Access	Enter a Run Control ID.

Requirements	



Training Program – Course Attend. School Program page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **EmplID** (employee ID).

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Training Program Report

Description	The Training Program report lists the training program for an employee.
Report ID	TRN021
Type of Report	SQR
Parameters	EmplID
Source	RUNCTL_TRN021
Source Records	PS_PERSONAL_DATA, PS_JOB, PS_JOBCD_TRN_PROG, PS_TRN_PROGRM_CRSE
Sorted By	EMPL_RCD#, TRN_PROGRAM, COURSE_SEQUENCE

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

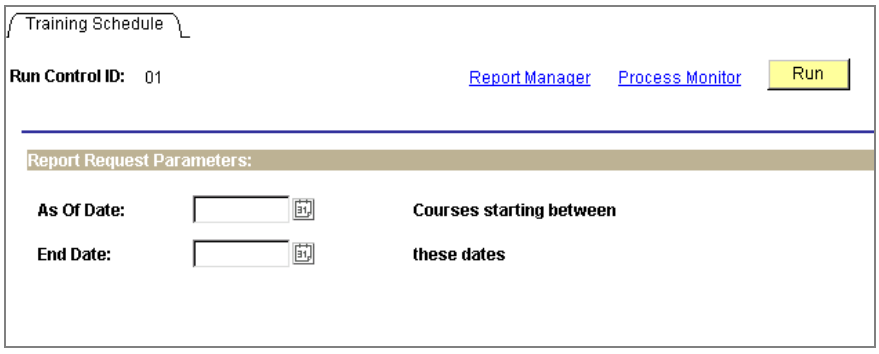
Generating the Training Schedule Report

The Training Schedule report provides a schedule of all the course sessions that you have scheduled within a given period.

For more information about setting up Course Sessions, see Administering Course Sessions.

Training Schedule Page

Usage	Use this run control page to run the Training Schedule report.
Object Name	RUNCTL_TRN004
Navigation	**Develop Workforce, Administer Training (GBL), Report, Training Schedule, Training Schedule** Develop Workforce, Administer Training (USF), Report, Training Schedule, Training Schedule
Access Requirements	Enter a Run Control ID.



Training Schedule page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Report Request Parameters

As Of Date Enter the start date for the report in **As Of Date.**

End Date Enter the **End Date** for the report.

Click the **Run** button to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Training Schedule Report

Description	The Training Schedule report lists all active course sessions that start between the input parameter dates. All sessions are listed in start date order.
Report ID	TRN004
Type of Report	Crystal
Parameters	From Date and Thru Date
Source	RUNCTL_TRN004
Source Records	PS_CRSE_SESSN_TBL, PS_COURSE_TBL, PS_COST_UNIT_TBL, PS_CRSE_SESS_DATES
Sorted By	Session, Course Start Date, Course Start Time

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

CHAPTER 9

Managing Performance Reports

Performance Management reports provide information on employee performance.



For more information about generating these reports, see: Introduction to PeopleSoft Reporting. For a complete listing of all PeopleSoft Human Resources reports by report ID and report name, see List of Reports in PeopleSoft Human Resources.

List of Performance Management Reports

Report Name	*Report ID*	*Location*	*Global or Local*
Appraisals by Evaluation Points	CMP002	Administer Workforce, Manage Performance (USF), Report	USF
Employee Appraisal Audit	PER008	Administer Workforce, Manage Performance (USF), Report	USF

Generating the Appraisals by Evaluation Points Report

The Job Grading by Evaluation Points report lists each salary grade in the organization along with salary data for all titles within that grade ordered by the job evaluation point assignment.

Appraisals by Evaluation Points Page

This is the same page that is used for the Job Grading by Evaluation Points Report in the Plan Salaries (GBL) menu.



For more information about this run control page, see Job Grading by Evaluation Points Report Page.

Appraisals by Evaluation Points Report

Description	The Appraisals by Evaluation Points report lists each salary grade in your agency. It includes all titles within that grade determined by the job evaluation point assignment. Use the evaluation points to assign value to the responsibilities of each job title in your agency and consequently a compensation value to each salary grade. It also includes salary survey information and associated point ratios and midpoints.
Report ID	CMP002
Type of Report	SQR
Parameters	As of Date
Source	RUNCTL_ASOFDATE
Source Records	JOBCODE_TBL, SAL_GRADE_TBL, SAL_PLAN_TBL
Sorted By	Pay Table, Salary Grade, Total Evaluation Points (descending order)

Generating the Employee Appraisal Audit Report

This report lists by department employees who have completed the review process.

Employee Appraisal Audit Page

This is the same page that is used for the Employee Review Audit Report in the Plan Salaries (GBL) menu.



For more information about this run control page, see Employee Review Audit Report Page.

Employee Appraisal Audit Report

Description	The Employee Appraisal Audit report lists employees who have completed the review process by department. For each employee it shows hire date, employee type salaried, hourly, exempt hourly, job code, and title. For each review, it lists the reviewer's name, review rating, and any action taken as a result of the review. The system calculates an average review rating by averaging all previous review ratings.

	Use this report as a reminder to schedule interviews.
Report ID	PER008
Type of Report	SQR
Parameters	None
Source	RUNCTL_PER008
Source Records	EMPLOYEES, EMPLOYEE_REVIEW, REVIEW_COMMENTS

CHAPTER 10

Planning Careers and Successions Reports

Running Plan Careers Reports

To help you process career planning for employees; we've included reports that track career plans and training plans for your employees.

In this section, we list the reports by ID number and provide you with a description and a sample of each.



For more information about generating these reports, see PeopleSoft Reporting Tools.

Report Name	*Report ID*	*Location*	*Global or Local*
Employee Career Plan	CARPLAN	Develop Workforce, Plan Careers, Report, Career Plan	GBL
Employee Career Training Plan	CARTRAIN	Develop Workforce, Plan Careers, Report, Career Training	GBL
Individual Development Plan Report (USF)	FGHR022	Develop Workforce, Plan Careers, Report, IDP	USF

Employee Career Plan

Description	This report lists an employee's Career Plan as entered by different

	evaluators.
Report ID	CARPLAN
Type of Report	Crystal
Parameters	Employee ID
Source	RUNCTL_CAR001
Source Records	CAREER_RPT, PERS_SRCH_GBL
Sorted By	Plan Date

Employee Career Training Plan

Description	This report lists an employee's Training Plan to meet career goals.
Report ID	CARTRAIN
Type of Report	Crystal
Parameters	Employee ID
Source	RUNCTL_CAR002
Source Records	CAREER_TRAINING, PERSONAL_DATA, PERS_SRCH_GBL
Sorted By	Plan Date

Individual Development Plan Report USF

Description	This produces an Individual Development Plan for an employee. Included are an employee profile, employee competencies, employee training history, potential job moves, mentoring, training, other specific developmental areas, summary of estimated costs, summary of actual costs, and a section for signatures.
Report ID	FGHR022
Type of Report	SQR
Parameters	Employee ID, IDP Date
Source	RUN_FGHR022

Source Records	PERSONAL_DATA, JOB, EMPLOYMENT, CAREERPLAN, GVT_CAR_DEV_ELG, GEOG_PREF_US, OBSTACLES_MOBIL, SHRT_TERM_GOALS, LONG_TERM_GOALS, EMPLOYEE_REVIEW, REVW_RATING_TBL
Sorted By	Employee

Running Plan Successions Reports

To help you plan employee successions; we've included the Internal Resume report in the Plan Successions menu.



For more information about generating this report, see PeopleSoft Reporting Tools**.**

Report Name	*Report ID*	*Location*	*Global or Local*
Internal Resume	PER034	Develop Workforce, Plan Successions (GBL), Report, Internal Resume	GBL
Internal Resume	PER034	Develop Workforce, Plan Successions (USF), Report, Internal Resume	USF

Internal Resume Report

Description	This report creates a resume-like document from the data contained in PeopleSoft tables. Sections of the report include: employee name and address, prior work history, education, salary history, job performance, training, special projects, competencies, languages, citizenship, visa/work permits, licenses and certificates, professional memberships, and honors and awards.
Report ID	PER034
Type of	SQR

Report	
Parameters	Employee ID
Source	RUNCTL_PER034
Source Records	PERSONAL_DATA, COMP_SUMM_VW, CAREER_SUMM_VW, PRIORWORK_EXPER, CM_EVALUATIONS, COMPETENCIES, COMPETENCY_TBL, ACCOMPLISHMENTS, ACCOMP_TBL, STATE_NAMES_TBL, SPECL_PROJECT, CITIZENSHIP, TRAINING, VISA_PMT_DATA, PERS_NID, EMPLOYEE_REVIEW, VISA_PERMIT_TBL, REVW_RATING_TBL, ACTN_REASON_TBL, COUNTRY_TBL
Sorted By	None

CHAPTER 11

Running Tracking Faculty Events Reports

This chapter explains how to generate PeopleSoft Tracking Faculty Events reports and details the output results of those reports. Tracking Faculty Events reports provide information designed to help Higher Education organizations manage their faculty resources.



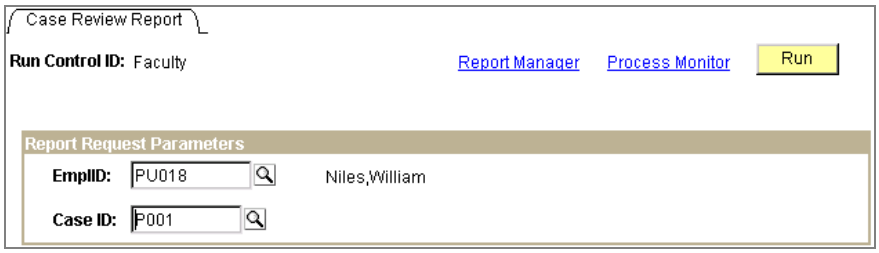
For more information on generating these reports see Introduction to PeopleSoft Reporting. **For a complete alphabetical listing** of all PeopleSoft HRMS reports see List of Reports in PeopleSoft Human Resources.

Generating the Case Review Status Report

The Case Review Status report captures the case review details and the less secure aspects of the case review path details for an employee's tenure case.

Case Review Report Page

Usage	Use the Case Review Status page to run the Case Review Status report.
Object Name	RUNCTL_CASE_REVIEW
Navigation	**Develop Workforce, Manage Faculty Events, Report, Case Review Status, Case Review Report**
Prerequisites	The employee you are reporting on must have a Case ID.
Access Requirements	Enter a Run Control ID.



Case Review Report page

EmplID Select the employee ID of the employee you want to report on.

Case ID Select the employee's **Case ID** that you want to report on.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Case Review Status Report Details

Description	The Case Review Status reports the case review details and the less secure aspects of the case review path details for an employee's case.
Report ID	PER046
Type of Report	SQR
Parameters	EmplID, Case ID
Source	RUNCTL_CASE_REVIEW
Source Records	EG_EMPL_TENURE, JOB_DATA, EG_CASE_REVIEW, EG_REVIEW_DATA
Sorted By	None

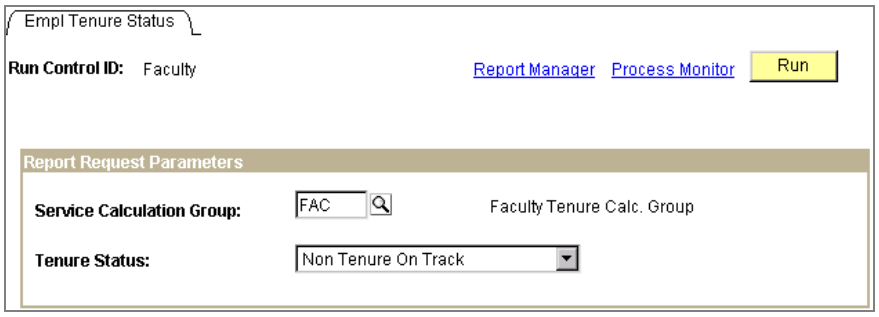
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the Employee Tenure Status Report

The Employee Tenure Status report lists employee tenure status and home department information. You can select by calculation group and tenure status.

Empl Tenure Status Page

Usage	Use the Empl Tenure Status page to run an Employee Tenure Status report.
Object Name	RUNCTL_EGPP03
Navigation	**Develop Workforce, Manage Faculty Events, Report, Employee Tenure Status, Empl Tenure Status**
Access Requirements	Enter a Run Control ID.



Empl Tenure Status page

Service Calculation Group Select the **Service Calculation Group** of the employees you want to report on.

Tenure Status Select the **Tenure Status** of the employees in this **Service Calculation Group** that you want to report on.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Employee Tenure Status Report Details

Description	This report lists employee tenure status and home department information. You can select by calculation group and tenure status.

Report ID	PER047
Type of Report	SQR
Parameters	Service Calculation Group (or all), Tenure Status (or all)
Source	RUNCTL_EGPP03
Source Records	EG_EMPL_TENURE, JOB_DATA
Sorted By	Service Calc Group, Tenure Status, Employee Name



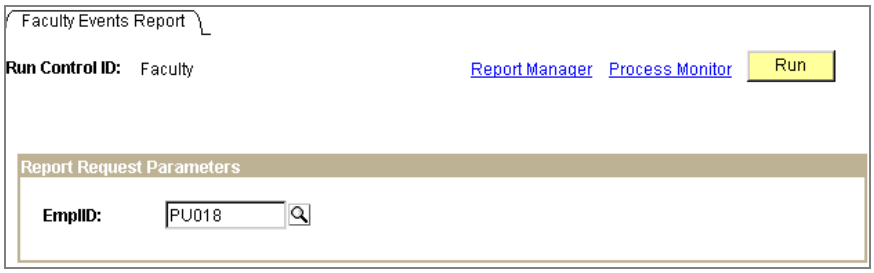
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the Faculty Events History Report

This report lists all the tracking events for the employee requested. Tracking events includes all events such as activities, administrative Posts/Appointments/Titles, education and training, honors and awards, and memberships. This report may be used as a template for Curriculum Vitae reporting.

Faculty Events Report Page

Usage	Use the Faculty Events History page to run a Faculty Events History report.
Object Name	RUNCTL_EVENTS
Navigation	**Develop Workforce, Manage Faculty Events, Report, Faculty Events History, Faculty Events Report**
Access Requirements	Enter a Run Control ID.



Faculty Events Report

EmplID Enter the employee ID of the employee you would like to report on.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Faculty Events History Report Details

Description	This report lists all the tracking events for the employee requested. Tracking events includes all events such as activities, administrative Posts/Appointments/Titles, education and training, honors and awards, and memberships. This report may be used as a template for Curriculum Vitae reporting.
Report ID	PER045
Type of Report	SQR
Parameters	EmplID
Source	RUNCTL_EVENTS
Source Records	EG_EMPL_TENURE, JOB_DATA, EG_ACTIVITIES, EG_ADMIN_POSTS, SCHOOL_EDUCATION, EDUCAT_TRAIN_GBL, EG_HONORS_AWARDS, LICENSES_CERTIFS, MEMBERSHIPS, EG_PRESENTATIONS, PUBLICATIONS, EG_SPECIAL_PROJECT, EG_ADVISEMENT, EG_TEACHING_RESP
Sorted By	None

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the Statistics Canada Full Time Survey Report

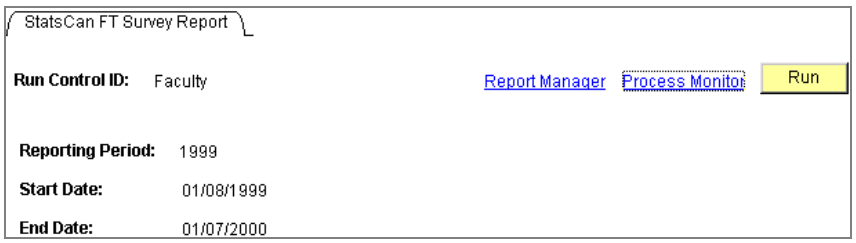
After you have submitted your full-time and part-time Academic Teaching Surveys to Statistics Canada you will receive a summary report from Statistics Canada. Use the StatsCan FT Survey Report to compare your results with Statistics Canada's summary.

The report consists of four pages; each page reporting full-time survey salary calculations based on different selection criteria:

- Full-Time Staff Salaries - Including Admin Posts and Medical/Dental
- Full-Time Staff Salaries - Including Admin Posts , Excluding Medical/Dental
- Full-Time Staff Salaries - Excluding Senior Admin Duties, Including Medical/Dental
- Full-Time Staff Salaries - Excluding Senior Admin Duties and Medical/Dental

StatsCan FT Survey Report Page

Usage	Use the StatsCan FT Survey Report page to generate a Statistics Canada Full Time Survey report.
Object Name	RUNCTL_HPH905CN
Navigation	**Develop Workforce, Manage Faculty Events, Report, StatsCan FT Survey Report, StatsCan FT Survey Report**
Prerequisites	You must have processed full-time Academic Teaching Surveys using the Create Stats-Canada Survey component.
Access Requirements	Enter the Run Control ID used in the Create Stats-Canada Survey component when you created the full-time Academic Teaching Survey that you now want to report on.



StatsCan FT Survey Report page

This report is based on the Statistics Canada Academic Teaching Survey report files you created and submitted to Statistics Canada using the Stats-Canada Survey component.

Reporting Period	The system will display the **Reporting Period** of the full time Academic Teaching Survey that matches the **Run Control ID** you entered.
Start Date	The system will display the **Start Date** of the full time Academic Teaching Survey that matches the **Run Control ID** you entered.
End Date	The system will display the **End Date** of the full time Academic Teaching Survey that matches the **Run Control ID** you entered.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Statistics Canada Full Time Survey Report Details

Description	After you have submitted your full-time and part-time Academic Teaching Surveys to Statistics Canada you will receive a summary report. Use the StatsCan FT Survey Report to compare your results with Statistics Canada's summary.
Report ID	HRH905CN
Type of Report	SQR
Parameters	Reporting Period. These dates are set up on the Reporting Period Table page.
Source	RUNCTL_HRH905CN
Source Records	PS_HP_FT_SURVEY
Sorted By	Academic Rank

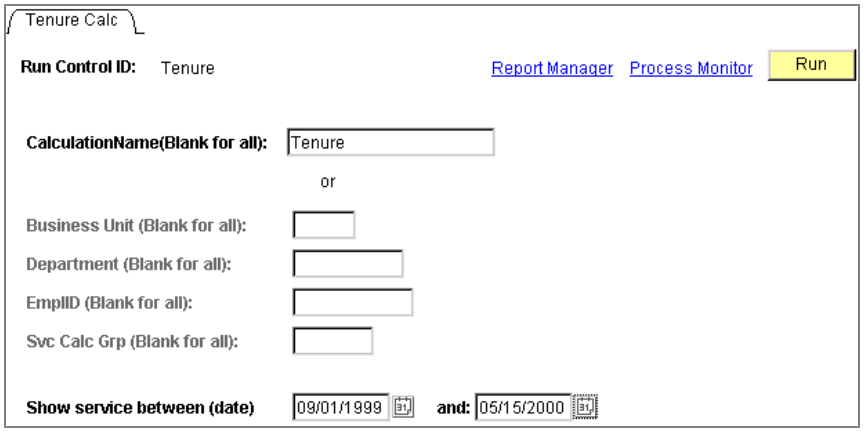
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the Tenure Calculation Report

The Tenure Calculation report lists the calculated service information in the temporary calculation file created from a calculation run, such as Normal Run.

Tenure Calc Page

Usage	Use the Tenure Calc page to run the Tenure Calculation report. Administer Flexible Service also uses this report.
Object Name	RUNCTL_EGPP05
Navigation	• **Administer Workforce, Administer Flexible Service, Reports, Service Calc Report, Service Calc Report** • **Develop Workforce, Manage Faculty Events, Report, Tenure Calc. Report, Tenure Calc Rpt.**
Prerequisites	You must have run the Tenure Calc process at least once.
Access Requirements	Enter the Run Control ID of the Tenure Calc process information you are reporting on.



Tenure Calc page

Run Control ID Enter the **Run Control ID** of the Tenure Calc process you are reporting on.

CalculationName (Blank for all): Based on the **Run Control ID** you entered, the system will default the calculation name that was processed in the Tenure Calc process. Leave this field blank to include all Calculation Names in the report.

Business Unit (Blank for all):	Based on the **Run Control ID** you entered, the system will default the business unit that was processed in the Tenure Calc process. Leave this field blank to include all **Business Units** in the report.
Department (Blank for all):	Based on the **Run Control ID** you entered, the system will default the department that was processed in the Tenure Calc process. Leave this field blank to include all **Departments** in the report.
EmplID (Blank for all):	Based on the **Run Control ID** you entered, the system will default the EmplID that was processed in the Tenure Calc process. Leave this field blank to include all employees in the report.
Svc Calc Grp (service calculation group) **(Blank for all):**	Based on the **Run Control ID** you entered, the system will default the service calculation group that was processed in the Tenure Calc process. Leave this field blank to include all service calculation groups in the report.
Show service between (date):	Select the begin date of the period for which you want to see service credits reported.
And:	Select the end date of the period for which you want to see service credits reported.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Tenure Calculation Report Details

Description	This report lists the calculated service information in the temporary calculation file created from a calculation run, such as ***Normal Run***.
Report ID	PER050
Type of Report	SQR
Parameters	There are two ways to drive this report: 1. By selecting a Calculation Name (or all) 2. By selecting a Business Unit (or all), Department (or all), EmplID (or all), Service Calc Group (or all).

	When you enter a Run Control ID the system will use the information used in the Tenure Calc process with the same Run Control ID. With either approach, you must also specify from/to dates for reporting service credits.
Source	RUNCTL_EGPP05
Source Records	EG_SVC_HIST, JOB_DATA
Sorted By	Service Calc Group, Department, Emplid, Service Interval



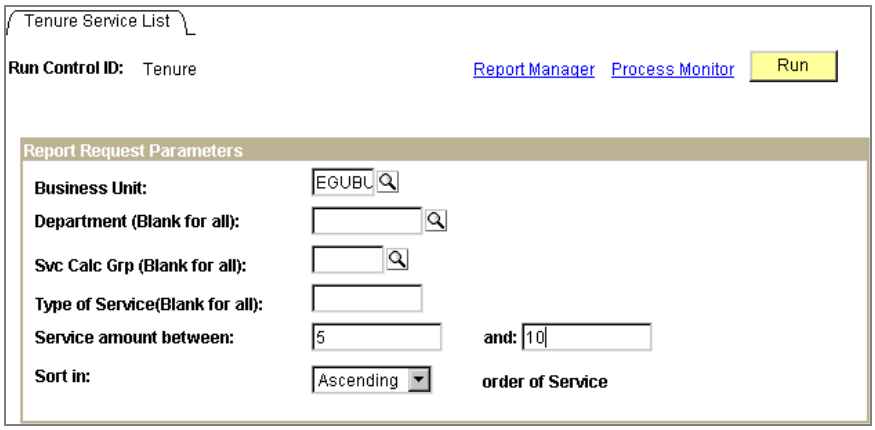
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the Tenure Years of Service Report

The Tenure Years of Service report provides detailed tenure service information for employees. Information includes home department, tenure status, track start date, and accrued service. Using this report you can list employees by Calculation Group and within specified tenure service accruals between x and y years. You can also sort by ascending or descending service time.

Tenure Service List Page

Usage	Use the Tenure Service List page to generate a Tenure Years of Service report.
Object Name	RUNCTL_EGPP06
Navigation	**Develop Workforce, Manage Faculty Events, Report, Tenure Yrs of Service Report, Tenure Service List**
Access Requirements	Enter a Run Control ID.



Tenure Service List report page

After service is committed to history (following the *Update to History* run), information will be purged from the temporary file. If you try running the report for the calculation group you've just updated to history, you won't get any output.

Business Unit	Select the **Business Unit** of the employees whose tenure service you'd like to report on.
Department (Blank for all)	Select the **Department** of the employees whose tenure service you'd like to report on. Leave this field blank to include employees of all departments in the report.
Svc Calc Grp (service calculation group) **(Blank for all)**	Select the service calculation group of the employees whose tenure service you'd like to report on. Leave this field blank to include employees of all service calculation groups in the report.
Type of Service (Blank for all)	Select the **Type of Service** of the employees whose tenure service you'd like to report on. Leave this field blank to include employees of all types of service in the report.
Service amount between	Enter the beginning amount of tenure service years being reported.
And	Enter the cutoff number of tenure service years being reported.
Sort in	Select the order in which you'd like the report to sort the information.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Tenure Years of Service Report Details

Description	This report provides detailed tenure service information for employees. Information includes home department, tenure status, track start date, and accrued service. Using this report you can list employees by Calculation Group and within specified tenure service accruals between x and y years. You can also sort by ascending or descending service time.
Report ID	PER051
Type of Report	SQR
Parameters	Business Unit (or all), Department (or all), Service Calc Group (or all), Type of Service (or all), Service Amount (between x and y), Sort Descending or Sort Ascending, (for Service Amount).
Source	RUNCTL_EGPP06
Source Records	EG_EMPL_TENURE, JOB_DATA, EG_PRIOR_EXP
Sorted By	Service Calc Group, Department (Tenure Home Department), Tenure Service (ascending or descending as specified).



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

CHAPTER 12

Reporting Salary Data

PeopleSoft Human Resources salary planning reports provide the following types of summary information:

- Salary plan and grade structures.
- Employee compensation history and summaries by employee, group, company, and department.
- Employee review summaries and distribution analysis.

This section provides a description of each report and information on how to run it.



For more information about generating reports, see Introduction to PeopleSoft Reporting. **For a complete listing** of all PeopleSoft Human Resources reports by Report Name, see List of Reports in PeopleSoft Human Resources.

List of Planning Salaries Reports

Report Name	*Report ID*	*Location*	*Global or Local*
Above Maximum Analysis Report	CMP005	Administer Workforce, Plan Salaries (GBL), Report, Above Maximum Analysis	GBL
Automated Step Increase Report	CMP007	Administer Workforce, Plan Salaries (GBL), Process, Automated Step Increase	GBL
Below Minimum Analysis Report	CMP004	Administer Workforce, Plan Salaries (GBL), Report, Below Minimum Analysis	GBL
Compa-Ratio Analysis Report	CMP003	Administer Workforce, Plan Salaries (GBL), Report, Compa_Ratio Analysis	GBL
Departmental Salaries Report	PER012	Administer Workforce, Plan Salaries (GBL), Report, Departmental Salaries	GBL

Report Name	*Report ID*	*Location*	*Global or Local*
EE Review Result Distribution Report	PER026	Administer Workforce, Plan Salaries (GBL), Report, EE Review Result Distribution	GBL
Employee Compensation Changes Report	PER013	Administer Workforce, Plan Salaries (GBL), Report, Employee Compensation Changes	GBL
Employee Review Audit Report	PER008	Administer Workforce, Plan Salaries (GBL), Report, Employee Review Audit	GBL
Employee With Merit Report	PER041	Administer Workforce, Plan Salaries (GBL), Report, Employee with Merit	GBL
Employee Without Merit Report	Per042	Administer Workforce, Plan Salaries (GBL), Report, Employee without Merit	GBL
Job Grading by Evaluation Points Report	CMP002	Administer Workforce, Plan Salaries (GBL), Report, Job Grading by Evaluation Pts	GBL
Salary Change Mass Update by Percent, Amount, Points Report	CMP009	Administer Workforce, Plan Salaries (GBL), Process, Update by Pct, Amount, Points	GBL
Salary Change Mass Update by Salary Plan / Pay Group Report	CMP008	Administer Workforce, Plan Salaries (GBL), Process, Update by Sal Plan / Paygroup	GBL
Salary Grade Table Report	PER706A	Administer Workforce, Plan Salaries (GBL), Report, Salary Grade Table	GBL
Salary Grade/Step Tables Report	PER706B	Administer Workforce, Plan Salaries (GBL), Report, Salary Grade/Step Tables	GBL
Salary History by Employee Report	CMP011	Administer Workforce, Plan Salaries (GBL), Report, Salary History by Employee	GBL
Salary History by Group Report	CMP014	Administer Workforce, Plan Salaries (GBL), Report, Salary History by Group	GBL
Salary History for Company Report	PER023	Administer Workforce, Plan Salaries (GBL), Report, Salary History for Company	GBL

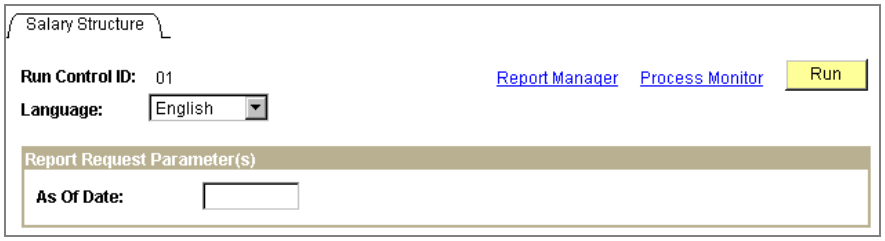
Report Name	*Report ID*	*Location*	*Global or Local*
Salary Mass Update by Job Code Report	CMP010	Administer Workforce, Plan Salaries (GBL), Process, Update by Job Code	GBL
Salary Structure Report	CMP001	Administer Workforce, Plan Salaries (GBL), Report, Salary Structure	GBL

Generating the Salary Structure Report

The Salary Structure report lists all salary grades in descending order by grade. For each grade, it lists the annual minimum, midpoint, and maximum amount being paid.

Salary Structure Report Page

Usage	Use this run control page to run the Salary Structure report.
Navigation	**Administer Workforce, Plan Salaries (GBL), Report, Salary Structure**
Access Requirements	Enter a Run Control ID.



Salary Structure Report page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language, As Of Date.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Salary Structure Report

Description	The Salary Structure report lists all salary grades in descending order by grade. For each grade, it lists the annual minimum, midpoint, and maximum amount being paid.
Report ID	CMP001
Type of Report	SQR
Parameters	As of Date
Source	RUNCTL_ASOFDATE
Source Records	SAL_GRADE_TBL, SAL_PLAN_TBL
Sorted By	Salary Administration Plan, Salary Grade

The midpoint differential column shows the percent of change between the midpoints in each grade. The report calculates the range spread percentage by dividing the maximum amount by the minimum amount and subtracting 1.0.

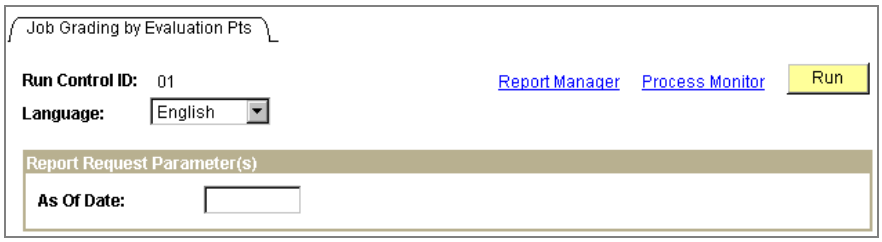
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or *PeopleSoft HRMS Reporting* Tools (for hard copy users).

Generating the Job Grading by Evaluation Points Report

The Job Grading by Evaluation Points report lists each salary grade in the organization along with salary data for all titles within that grade ordered by the job evaluation point assignment.

Job Grading by Evaluation Points Report Page

Usage	Use this run control page to run the Job Grading by Evaluation Pts (points) report.
Navigation	**Administer Workforce, Plan Salaries (GBL), Report, Job Grading by Evaluation Pts**
Access Requirements	Enter a Run Control ID.



Job Grading by Evaluation Points Report page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language, As of Date.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Job Grading by Evaluation Points Report

Description	The Job Grading by Evaluation Points report lists each salary grade in the organization. It includes all titles within that grade ordered by the job evaluation point assignment. Use the evaluation points to assign value to the responsibilities of each job title in your organization and consequently a compensation value to each salary grade. The report also includes salary survey information and associated point ratios and midpoints.
Report ID	CMP002
Type of Report	SQR
Parameters	As of Date
Source	RUNCTL_ASOFDATE
Source Records	JOBCODE_TBL, SAL_GRADE_TBL, SAL_PLAN_TBL
Sorted By	Salary Administration Plan, Salary Grade, Total Evaluation Points (descending order)

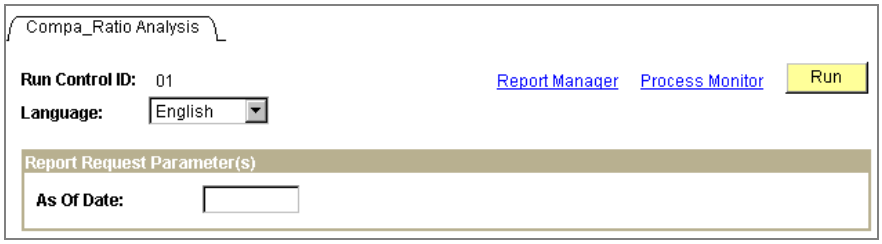
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or *PeopleSoft HRMS Reporting* Tools (for hard copy users).

Generating the Compa-Ratio Analysis Report

The Compa-Ratio Analysis report compares an employee's salary to the others in the same salary grade.

Compa-Ratio Analysis Report Page

Usage	Use this run control page to run the Compa_Ratio Analysis report.
Navigation	**Administer Workforce, Plan Salaries (GBL), Report, Compa_Ratio Analysis**
Access Requirements	Enter a Run Control ID.



Compa - Ratio Analysis Report page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language, As of Date.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Compa-Ratio Analysis Report

Description	The Compa-Ratio Analysis report compares an employee's salary to the

	others in the same salary grade.
Report ID	CMP003
Type of Report	SQR
Parameters	As of Date
Source	RUNCTL_ASOFDATE
Source Records	EMPLOYMENT, JOB, JOBCODE_TBL, PERSONAL_DATA
Sorted By	Salary Administration Plan, Salary Grade, Job Code, Employee Name

The report lists each employee in the salary grade and the midpoint amount of the salaries in that grade. For each employee, the report lists job code, title, name, and Department ID. The report displays those employees whose Employee Status is *Active, Leave of Absence, Suspended,* or *Leave with Pay.*

The last two columns pertain to a compa-ratio calculation for each employee. This means a comparison of the employee's salary to the midpoint amount of the salary grade. If the employee's current rate is the same as the midpoint, the compa-ratio is 1.00—or one hundred percent of the midpoint.



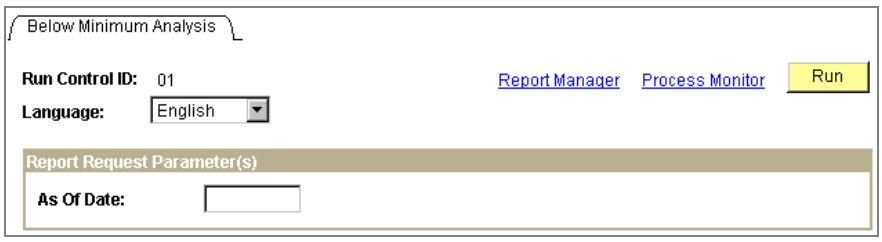
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or *PeopleSoft HRMS Reporting* Tools (for hard copy users).

Generating the Below Minimum Analysis Report

The Below Minimum Analysis report lists all employees whose annual rate is below the minimum amount for the salary grade.

Below Minimum Analysis Report Page

Usage	Use this run control page to run the Below Minimum Analysis report.
Navigation	**Administer Workforce, Plan Salaries (GBL), Report, Below Minimum Analysis**
Access Requirements	Enter a Run Control ID.



Below Minimum Analysis Report page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language, As of Date.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Below Minimum Analysis Report

Description	The Below Minimum Analysis report shows employees making less than the minimum amount in their salary grade.
Report ID	CMP004
Type of Report	SQR
Parameters	As of Date
Source	RUNCTL_ASOFDATE
Source Records	EMPLOYMENT, JOB, JOBCODE_TBL, PERSONAL_DATA
Sorted By	Salary Administration Plan, Salary Grade, Job Code, Employee Name

The report lists the salary grades containing employees under the minimum, the associated minimum amount, the employee's annual rate, and the amount below both in dollars and as a percentage. The report displays those employees whose Employee Status is *Active, Leave of Absence, Suspended,* or *Leave with Pay.*

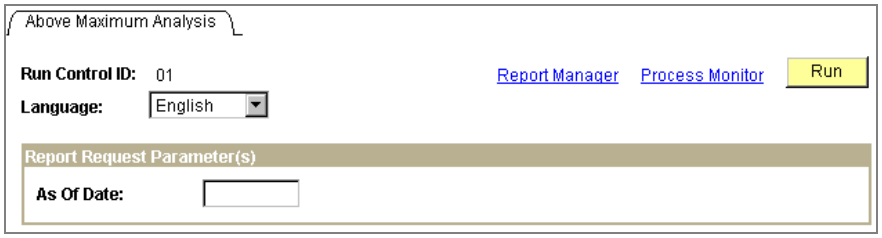
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or *PeopleSoft HRMS Reporting* Tools (for hard copy users).

Generating the Above Maximum Analysis Report

The Above Maximum Analysis report lists all employees whose annual rate is above the maximum amount for the salary grade.

Above Maximum Analysis Report Page

Usage	Use this run control page to run the Above Maximum Analysis report.
Navigation	**Administer Workforce, Plan Salaries (GBL), Report, Above Maximum Analysis**
Access Requirements	Enter a Run Control ID.



Above Maximum Analysis Report page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language, As of Date.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Above Maximum Analysis Report

Description	The Above Maximum Analysis report lists all employees whose annual rate is above the maximum amount for the salary grade.
Report ID	CMP005
Type of Report	SQR

Parameters	As of Date
Source	RUNCTL_ASOFDATE
Source Records	EMPLOYMENT, JOB, JOBCODE_TBL, PERSONAL_DATA.
Sorted By	Salary Administration Plan, Salary Grade, Job Code, Employee Name

For each employee, the report shows the job code and title, name, department ID, the maximum amount, the employee's annual rate, and the amount above maximum both in currency and as a percentage. The report displays those employees whose Employee Status *is Active, Leave of Absence, Suspended,* or *Leave with Pay.*

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or *PeopleSoft HRMS Reporting* Tools (for hard copy users).

Generating the Automated Step Increase Report

This report enables you to view the automated step increase changes that will be made to employees' Job records before you decide to run the related database agent to actually update the Job records. The report displays the employees' previous and new Salary Plan, Grade, and Step.

Automated Step Increase Report Page

Run this report as the second step in the three-step procedure you follow to run the Automated Step Increase process. All three steps are available in the Process Scheduler when you use the Automated Step Increase Process run control page.

For more information about this process and the Automated Step Increase Process run control page, see Entering Salary Increases Using the Automated Step Increase Process.

Automated Step Increase Report

Description	After running the Automated Step Increase application engine process, you can run the Automated Step Increase SQR report. This report enables you to view the changes that will be made to employees' Job records before you decide to run the related database agent to actually update the Job records. This report displays the employees' previous and

	new Salary Plan, Grade, and Step.
Report ID	CMP007
Type of Report	SQR
Parameters	Business Unit, Salary Administration Plan, Start Date, End Date (through date), New Job Effective Date, Action Code, Reason Code, Excluding Criteria of No Review, Rating Scale, Review Rating, Total Review Points
Source	RUNCTL_STEPINCR
Source Records	PERSONAL_DATA, STEP_INCR_TMP
Sorted By	EmplID

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or *PeopleSoft HRMS Reporting* Tools (for hard copy users).

Generating the Salary Change Mass Update by Salary Plan/Pay Group Report

Generate this report after running the Update by Salary Plan/Pay Group application engine process. The report displays the employees' previous and new compensation package. Run the database agent to load all of the data to the Job Data records.

Salary Change Mass Update by Salary Plan / Pay Group Report Page

Run this report as the second step in the three-step procedure you follow to run the Update by Sal (salary) Plan / Paygroup process. All three steps are available in the Process Scheduler when you use the Update by Sal Plan / Paygroup Process run control page.

For more information about this process and the Update by Sal Plan / Paygroup Process run control page, see Updating Salaries by Salary Plan / Pay Group Process.

Salary Change Mass Update by Salary Plan / Pay Group Report

Description	After running the Update by Salary Plan / Pay Group application engine process, you can run the Update by Salary Plan / Pay Group SQR report. This report enables you to view the changes that will be made to employees' Job records before you decide to run the related database agent to actually update the Job records. This report displays the employees' previous and new compensation package.
Report ID	CMP008
Type of Report	SQR
Parameters	Start Date, End Date, Show Components; Pay group parameters: Company and Pay Group; Salary Plan / Grade parameters: Business Unit, Salary Administration Plan, Salary Grade.
Source	RUNCTL_CMP008
Source Records	PERSONAL_DATA, CMP008_TMP
Sorted By	The SQR processes data in EmplID order.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or *PeopleSoft HRMS Reporting* Tools (for hard copy users).

Generating the Salary Change Mass Update by Percent, Amount, Points Report

Generate this report after running the Update by Percent, Amount, Points application engine process. The report displays each employee's previous and new compensation rate. Run the database agent to load all of the data to the Job Data records.

Salary Change Mass Update by Percent, Amount, Points Report Page

Run this report as the second step in the three-step procedure you follow to run the Update by Percent, Amount, Points process. All three steps are available in the Process Scheduler when you use the Update by Percent, Amount, Points Process run control page.

For more information about this process and the Update by Percent, Amount, Points Process run control page, see Updating Salaries by Percent, Amount, or Points.

Salary Change Mass Update by Percent, Amount, Points Report

Description	After running the Update by Pct, Amount, Points application engine process, you can run the Update by Pct, Amount, Points SQR report. This report enables you to view the changes that will be made to employees' Job records before you decide to run the related database agent to actually insert new Job records. This report displays each employee's previous and new compensation rate.
Report ID	CMP009
Type of Report	SQR
Parameters	New Job Effective Date, Action, Reason Code; Changed Components: Rate Code, Change Amount, Percent Amount, Change Percent, Change Points, Percent of Points, Currency, and Frequency.
Source	RUNCTL_CMP009
Source Records	PERSONAL_DATA, CMP009_TMP
Sorted By	The SQR processes data in EmplID order.

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or *PeopleSoft HRMS Reporting* Tools (for hard copy users).

Generating the Salary Mass Update by Job Code Report

Generate this report after running the Update by Job Code application engine process. The report displays the employees' previous and new Salary Admin Plan, Grade, and Step. Run the database agent to load all of the data to the Job Data records.

Salary Mass Update by Job Code Report Page

Run this report as the second step in the three-step procedure you follow to run the Update by Job Code process. All three steps are available in the Process Scheduler when you use the Update by Job Code Process run control page.

For more information about this process and the Update by Job Code Process run control page, see Updating Salaries by Job Code Process.

Salary Mass Update by Job Code Report

Description	After running the Update by Job Code application engine process, you can run the Update by Job Code SQR report. This report enables you to view the changes to the Salary Administration Plan, Grade and/or Step that will be made to employees' Job records before you decide to run the related database agent to actually insert new Job records. This report displays the employees' previous and new Sal Admin Plan (salary administration plan), Grade, and Step.
Report ID	CMP010
Type of Report	SQR
Parameters	Business Unit, Job Code, Start Date, End Date, Action, Reason Code
Source	RUNCTL_CMP010
Source Records	PERSONAL_DATA, CMP010_TMP
Sorted By	EmplID

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or *PeopleSoft HRMS Reporting* Tools (for hard copy users).

Generating the Salary History by Employee Report

The Salary History by Employee report provides information about each salary change for an employee during a specified time period.

Salary History by Employee Report Page

Usage	Use this run control page to run the Salary History by Employee report.
Object Name	RUNCTL_CMP011
Navigation	**Administer Workforce, Plan Salaries (GBL), Report, Salary History by Employee, Salary History by Employee**
Access Requirements	Enter a Run Control ID.



Salary History by Employee Report page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, EmplID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Report Request Parameter(s)

Show Components Select **Show Components** if you want to show details of step components on the report.

Salary History by Employee Report

Description	This report shows each salary change for an employee during a specified time period. For each salary change, it lists the associated job action, effective date, job code and title, salary grade, compensation rate, monetary amount, and percentage of change. For each employee included, you'll find the employee ID, employee type, regular/temporary, and full-time/part-time.
Report ID	CMP011
Type of Report	Crystal
Parameters	EmplID

Source	RUNCTL_CMP011
Source Records	COMPSUMMRPT_VW
Sorted By	Effective Date

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or *PeopleSoft HRMS Reporting* Tools (for hard copy users).

Generating the Salary History by Group Report

The Salary History by Group report provides information about the salary changes for the employees in a group during a specified time period.

Salary History by Group Report Page

Usage	Use this run control page to run the Salary History by Group report.
Object Name	RUNCTL_CMP014
Navigation	**Administer Workforce, Plan Salaries (GBL), Report, Salary History by Group, Salary History by Group**
Access Requirements	Enter a Run Control ID.



Salary History by Group Report page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Report Request Parameter(s)

Group ID Enter the ID of the group for which you want to run this report.

Show Components Select **Show Components** if you want to show details of step components on the report.

Salary History by Group Report

Description	This report shows the salary changes for the employees in a group during a specified time period. For each salary change, it lists the associated job action, effective date, job code and title, salary grade, compensation rate, monetary amount, and percentage of change. For each employee included, you'll find the employee ID, employee type, regular/temporary, and full-time/part-time.
Report ID	CMP014
Type of Report	Crystal
Parameters	Group ID
Source	RUNCTL_CMP014
Source Records	COMPSUMMRPT_VW, SAL_PLN_GRP_RES_TBL
Sorted By	SetID and Department

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or *PeopleSoft HRMS Reporting* Tools (for hard copy users).

Generating the Employee Review Audit Report

The Employee Review Audit report provides information about employees in the group who have completed the review process and those who have not.

Employee Review Audit Report Page

Usage	Use this run control page to run the Employee Review Audit report.
Object Name	RUNCTL_PER008
Navigation	• **Administer Workforce, Manage Performance (USF), Report, Employee Appraisal Audit, Employee Review Audit** • **Administer Workforce, Plan Salaries (GBL), Report, Employee Review Audit, Employee Review Audit**
Access Requirements	Enter a Run Control ID.



Employee Review Audit Report page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Report Request Parameter(s)

Group ID Enter the ID of the group whose data you want to report.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Employee Review Audit Report

Description	The Employee Review Audit report lists employees in the group who have completed the review process and those who have not.
Report ID	PER008
Type of Report	SQR
Parameters	Group ID

Source	RUNCTL_PER008
Source Records	EMPLOYEES, EMPLOYEE_REVIEW, REVIEW_REVIEWER
Sorted By	Group ID, Employee Name

The report provides the following information for each employee in the group who has a completed review:

- The reviewer's name and weighting factor.
- The employee's rating scale and review rating.
- The average of the employee's review ratings over time.
- The employee's next review date.

You can use this report as a reminder to schedule interviews.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or *PeopleSoft HRMS Reporting* Tools (for hard copy users).

Generating the Departmental Salaries Report

This report provides an alphabetical list of employees by department, basic job data information, and a breakdown of pay rates for each.

Departmental Salaries Report Page

Usage	Use this run control page to run the Departmental Salaries report.
Object Name	RUNCTL_ASOFDATE_LC
Navigation	**Administer Workforce, Plan Salaries (GBL), Report, Departmental Salaries, Departmental Salaries**
Prerequisites	Run the Refresh Employees Table process.
Access Requirements	Enter a Run Control ID



Departmental Salaries Report Page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Departmental Salaries Report

Description	This report provides an alphabetical list of employees by department, basic job data information, and a breakdown of pay rates for each.
Report ID	PER012
Type of Report	SQR
Parameters	None
Source	RUNCTL_ASOFDATE_LC
Source Records	EMPLOYEES, JOB, PERSONAL_DATA
Sorted By	Department ID, Employee Name

This report provides an alphabetical list of employees by department, basic job data information, and a breakdown of pay rates for each. Job data includes date hired, employee type (salaried, hourly, or exempt), full or part-time, regular or temporary, job code, job title, and supervisor name.

Pay rate information includes pay group, salary grade, and pay rates broken down by hourly, daily, monthly, and annual amounts.

Department level totals include all employees, employee type, full or part-time employees, and regular or temporary employees. You'll also find a grand total for all departments.

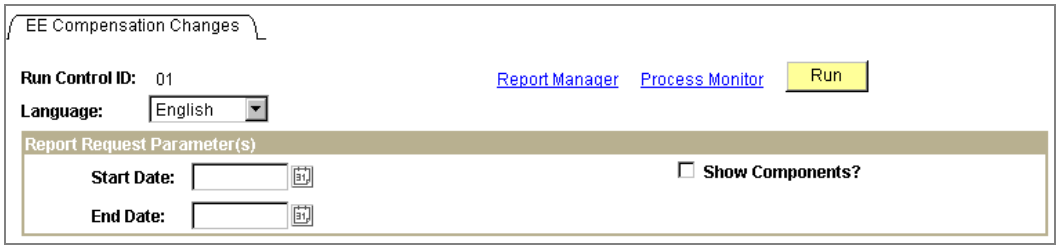
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or *PeopleSoft HRMS Reporting* Tools (for hard copy users).

Generating the Employee Compensation Changes Report

This reports provides information about employees who have had compensation rate changes within a selected time period.

Employee Compensation Changes Report Page

Usage	Use this run control page to run the Employee Compensation Changes report.
Object Name	RUNCTL_PER013
Navigation	**Administer Workforce, Plan Salaries (GBL), Report, Employee Compensation Changes, EE Compensation Changes**
Access Requirements	Enter a Run Control ID.



Employee Compensation Changes Report page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Report Request Parameter(s)

Start Date Enter the beginning date of the time period that you want to report.

End Date Enter the ending date of the time period that you want to report.

Show Components Select **Show Components** if you want to show details of step components on the report.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Employee Compensation Changes Report

Description	This reports lists employees who have had compensation rate changes within a selected time period.
Report ID	PER013
Type of Report	SQR
Parameters	Start Date and End Date range
Source	RUNCTL_PER013
Source Records	EMPLOYMENT, JOB, PERSONAL_DATA
Sorted By	Department ID, Employee Name, Effective Date

The report lists the following information for each employee rate change: name, employee ID, date hired, employee type (salaried, hourly, exempt), job code/title, salary grade, and compensation rate.

The last four columns show the date of each compensation rate change, the amount and percentage of the change, and the job action that prompted it.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or *PeopleSoft HRMS Reporting* Tools (for hard copy users).

Generating the Salary History for Company Report

This report provides information about each salary change for an employee during a specified time period.

Salary History for Company Report Page

Usage	Use this run control page to run the Salary History for Company report.
Object Name	RUNCTL_PER023
Navigation	**Administer Workforce, Plan Salaries (GBL), Report, Salary History for Company, Salary History for Company**

Access Requirements	Enter a Run Control ID.



Salary History for Company Report page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Report Request Parameter(s)

Start Date Enter the beginning date of the time period that you want to report.

End Date Enter the ending date of the time period that you want to report.

Show Components Select **Show Components** if you want to show details of step components on the report.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Salary History for Company Report

Description	This report shows each salary change for an employee during a specified time period.
Report ID	PER023
Type of Report	SQR
Parameters	Start Date and End Date
Source	RUNCTL_PER023
Source Records	EMPLOYMENT, JOB, PERSONAL_DATA

Sorted By	Department, Employee Name, Effective Date

For each salary change, the report lists the associated job action, effective date, the job code and title, salary grade, compensation rate, the monetary amount, and the percentage of the change. For each employee included, you'll find the employee ID, employee type, regular/temporary, and full-time/part-time.

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or *PeopleSoft HRMS Reporting* Tools (for hard copy users).

Generating the EE Review Result Distribution Report

This report provides information about employee review results by group ID and review time period.

EE Review Result Distribution Report Page

Usage	Use this run control page to run the EE (employee) Review Result Distribution report.
Object Name	RUNCTL_PER026
Navigation	**Administer Workforce, Plan Salaries (GBL), Report, EE Review Result Distribution, EE Review Result Distribution**
Access Requirements	Enter a Run Control ID.



EE Review Result Distribution Report page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Report Request Parameter(s)

Group ID	Enter the ID of the group on which you want to report.
Start Date	Enter the beginning date of the time period that you want to report.
End Date	Enter the ending date of the time period that you want to report.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

EE Review Result Distribution Report

Description	This report shows employee review results by group ID and review time period.
Report ID	PER026
Type of Report	SQR
Parameters	Group ID, Start Date, End Date
Source	RUNCTL_PER026
Source Records	REVIEW_DISTRIB, REVW_SCALE_TBL, MERIT_GROUP_TBL, SAL_PLAN_GRP_RES, EMPLOYEE_REVIEW
Sorted By	Group ID, review time period, employee.

For each employee the report lists ID, name, review date, review type, and review outcome. The report also displays the desired and actual review result distribution and distribution variance. If the distribution group is associated with a budget ID, the report shows the desired and actual budget and budget variance.

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or *PeopleSoft HRMS Reporting* Tools (for hard copy users).

Generating the Salary Grade Table Report

This report provides salary grade information from the Salary Grade Table.

Salary Grade Table Report Page

Usage	Use this run control page to run the Salary Grade Table report.
Navigation	**Administer Workforce, Plan Salaries (GBL), Report, Salary Grade Table**
Access Requirements	Enter a Run Control ID.



Salary Grade Table Report page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Salary Grade Table Report

Description	This report lists the salary administration plan and salary grade, description, effective date, currency, and the hourly, daily, monthly, annual minimum, maximum, and midpoint rates for each grade.
Report ID	PER706A
Type of Report	Crystal report
Source	PRCSRUNCNTL
Source Records	SAL_GRADE_TBL
Sorted By	SetID, Salary Grade.

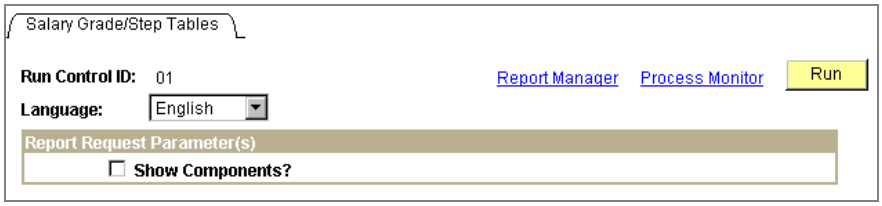
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or *PeopleSoft HRMS Reporting* Tools (for hard copy users).

Generating the Salary Grade/Step Tables Report

This report provides salary grade and step information from the Salary Grade/Step Table.

Salary Grade/Step Tables Report Page

Usage	Use this run control page to run the Salary Grade/Step Tables report.
Object Name	RUNCTL_PER706B
Navigation	• **Administer Workforce, Administer Workforce (GBL), Report, Salary Grade/Step Table, Salary Grade/Step Tables** • **Administer Workforce, Administer Workforce (USF), Report, Salary Grade/Step Table, Salary Grade/Step Tables** • **Administer Workforce, Plan Salaries (GBL), Report, Salary Grade/Step Tables, Salary Grade/Step Tables**
Access Requirements	Enter a Run Control ID.



Salary Grade/Step Tables Report page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Report Request Parameter(s)

Show Components Select **Show Components** if you want to show details of step components on the report.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Salary Grade/Step Tables Report

Description	The report lists the salary plans, grades and steps, the grade description and the date the grade is effective. It also shows the hourly, daily, monthly and annual ranges of each component along with the currency and frequency.
Report ID	PER706B
Type of Report	Crystal
Parameters	Components
Source	RUNCTL_PER706B
Source Records	SAL_GRADE_TBL, SAL_RATECD_TBL
Sorted By	Set ID, Salary Grade, Salary Step

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or *PeopleSoft HRMS Reporting* Tools (for hard copy users).

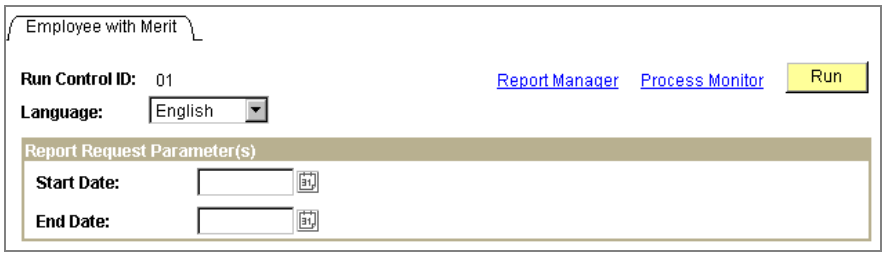
Generating the Employee With Merit Report

The employee With Merit report lists all employees who have received a merit increase during the period entered on the parameter page.

Employee with Merit Report Page

Usage	Use this run control page to run the Employee with Merit report.
Navigation	**Administer Workforce, Plan Salaries (GBL), Report, Employee with Merit**
Access	Enter a Run Control ID.

Requirements	



Employee with Merit Report page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Report Request Parameter(s)

Start Date Enter the begin date of the period for which you want the system to report the data.

End Date Enter the end date of the period for which you want the system to report the data.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Employee With Merit Report

Description	The employee With Merit report lists all employees who have received a merit increase during the period entered on the parameter page.
Report ID	PER041
Type of Report	SQR
Parameters	Start and end dates
Source	RUNCTL_FROMTHRU
Source Records	JOB, PERSONAL_DATA, COMPENSATION, REVW_SCALE_TBL
Sorted By	Company, location, department, salary administration plan, grade, step, employee ID

Criteria for Selecting Employees With a Merit Increase

An employee is listed on this report if the following conditions are met during the time period specified:

- The employee's summation-type employee review on the Employee Review pages has Approved status.
- The review result has been loaded to the Job record using the Review Result to Job Data process.

  This process inserts a new row into Job, updating the employee's compensation package. The effective date is the employee review effective date. The rate code inserted is the rate code associated with the rating scale in the review rating scale table.
- If the rating scale in the Job data record and the rate code in the Compensation record are the same as those defined in the Rating Scale table, the employee is listed on the report.

Calculating Percents and Averages

The report displays compensation rates and percents at the level of the employee. At the end of the list for the company location, it displays the average comp rates and percents for the company location. At the end of the report it displays the average comp rates and percents locations in the company.

Comp Rate — The employee's compensation rate.

% — For each employee, the report displays a percent by calculating the employee's comp rate / comp rate of all employees during the period.

Average Comp Rate — For each company location, the report displays the average compensation rate by calculating the sum of all compensation rates / number of employees in the company location.

Average % — For each company location, the report displays the average percent by calculating the sum of the employee % / number of employees in the company location.

Total Average Comp Rate — At the end, the report displays the total average comp rate of all companies by calculating the Average Comp Rate of all company locations / the number of employees in all company locations.

Total Average Percent — At the end, the report displays the total average percent of all companies by calculating the sum of the Average % of all company locations / the number of employees in all company locations.

Comp Rate	The employee's compensation rate.
%	For each employee, the report displays a percent by calculating the employee's comp rate / comp rate of all employees during the period.
Average Comp Rate	For each company location, the report displays the average compensation rate by calculating the sum of all compensation rates / number of employees in the company location.
Average %	For each company location, the report displays the average percent by calculating the sum of the employee % / number of employees in the company location.
Total Average Comp Rate	At the end, the report displays the total average comp rate of all companies by calculating the Average Comp Rate of all company locations / the number of employees in all company locations.
Total Average Percent	At the end, the report displays the total average percent of all companies by calculating the sum of the Average % of all company locations / the number of employees in all company locations.



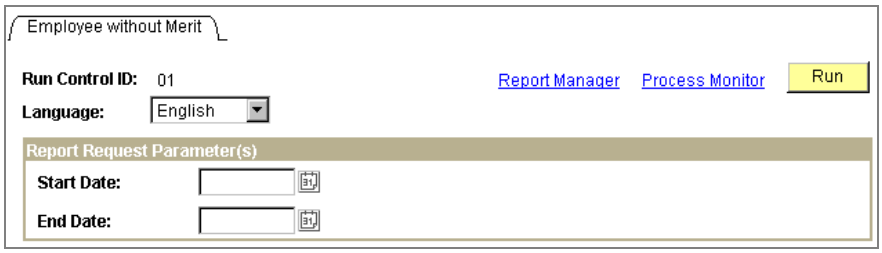
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or *PeopleSoft HRMS Reporting* Tools (for hard copy users).

Generating the Employee Without Merit Report

The Employee Without Merit report lists the employees who do not meet the criteria of the Employee With Merit report for the specified time period.

Employee Without Merit Report Page

Usage	Use this run control page to run the Employee without Merit report.
Navigation	**Administer Workforce, Plan Salaries (GBL), Report, Employee without Merit**
Access Requirements	Enter a Run Control ID.



Employee without Merit Report page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Report Request Parameter(s)

Start Date Enter the begin date of the period for which you want the system to report the data.

End Date Enter the end date of the period for which you want the system to report the data.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Employee Without Merit Report

Description	This report lists all employees who have not received a merit increase during the period entered on the parameter page. All employees not selected by the criteria of the Employee with Merit report are listed on this report.
Report ID	PER042
Type of Report	SQR
Parameters	Start and end dates
Source	RUNCTL_FROMTHRU
Source Records	JOB, PERSONAL_DATA, COMPENSATION, REVW_SCALE_TBL
Sorted By	Department, salary administration plan, grade, step, employee ID.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or *PeopleSoft HRMS Reporting* Tools (for hard copy users).

CHAPTER 13

Running Netherlands Salary Administration Reports

This section explains how to generate PeopleSoft Netherlands Salary Administration reports and details the output results of those reports.



For a complete alphabetical and numerical listing of all PeopleSoft Global Payroll reports, see List of Reports in PeopleSoft Human Resources.

List of Administering Salaries for the Netherlands Reports

Report Name	*Report ID*	*Location*	*Global or Local*
Deductions Report	INT005NL	Define Business Rules, Define General Data (NLD), Report Deductions	NLD
Earnings - Run Control Report	INT004NL	Define Business Rules, Define General Data (NLD), Report, Earnings	NLD
General Deduction/Frequency Report	INT006NL	Define Business Rules, Define General Data (NLD), Report, General Deduction/Frequency	NLD
Insurance Board Notification Report	INT003NL	Define Business Rules, Define General Data (NLD), Report, Ins Board Notification	NLD
Insurance Notification Report	INT002NL	Define Business Rules, Define General Data (NLD), Report, Insurance Notification	NLD
Pay Groups Report	INT003NL	Define Business Rules, Define General Data (NLD), Report, Pay Groups	NLD

Generating Deductions Reports

The General Deduction Table contains the codes that classify all payroll deductions that don't fit into a category covered by a benefit table; such as loan payments, cash, advance settlements, union dues, and parking fees. Your PeopleSoft Human Resources system provides two SQR reports, Deductions (INT005NL) and General Deduction/Frequency (INT006NL), both defined in this section. You can use these reports to review the valid deduction codes that are entered into the system.

Deductions - Run Control Page

Usage	The purpose of the Deductions (INT005NL) report is to provide an overview of the different deductions defined in the system. The SQR report is sorted by plan type, deduction code, and effective date. The SQR report prints the classification codes that you set up in the Deduction Table for each plan type.
Navigation	**Define Business Rules, Define General Data (NLD), Report, Deductions**
Access Requirements	Enter a Run Control ID.



Deductions - Run Control page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Deductions Report

Description	This report prints the classification codes that you set up in the Deduction table for each plan type.
Report ID	INT005NL
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	STRINGS_TBL; DEDUCT_TBL_NLD; DEDUCT_NLD_LNG
Sorted By	Plan type, deduction code and effective date

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

General Deduction/Frequency - Run Control Page

Usage	The purpose of the General Deduction/Frequency (INT006NL) report is to provide information about valid general deduction codes that you have entered into the system. The report shows the calculation type code for each deduction and, where applicable, the flat rate or percentage, the employee pay frequency, and any additional flat deduction amounts.
Navigation	**Define Business Rules, Define General Data (NLD), Report, General Deduction/Frequency**
Access Requirements	Enter a Run Control ID.



General Deduction/Frequency - Run Control page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

General Deduction/Frequency Report

Description	This report shows the calculation type code for each deduction and, where applicable, the flat rate or percentage, the employee pay frequency, and any additional flat deduction amounts.
Report ID	INT006NL
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	GEN_DED_TBL_NLD; GEN_DED_FRQ_NLD

Sorted By	Deduction Code and Effective Date.

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

Generating an Earnings Report

The Earnings report creates a list of the earnings codes in your system.

For more information about how this report is related to the Netherlands Salary Administration business process, see Earnings Report.

Earnings - Run Control Page

Usage	Use the Earnings report to review the valid earnings codes that are entered into the system.
Navigation	**Define Business Rules, Define General Data (NLD), Report, Earnings**
Prerequisites	Earnings codes must be defined.
Access Requirements	Run Control ID



Earnings - Run Control page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **User ID** and **Run Control ID.**

Earnings - Run Control Report

Description	Use the Earnings report to review all the earnings codes established

	along with the payroll calculation characteristics that you assign to each.
Report ID	INT004NL
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	Earnings table
Sorted By	Earnings code and effective date.

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

Generating a Pay Groups Report

You use the Pay Group table to establish pay groups within your company. A pay group is a set of employees grouped together in the same payroll processing frequency because they share the same earnings and deductions. Your PeopleSoft Human Resources system provides this SQR report that you can use to review the valid pay groups that are entered into the system.

For more information about how this report is related to the Netherlands Salary Administration business process, see Generating a Pay Groups Report.

Pay Groups - Run Control Page

Usage	Use this report to review the valid pay groups that are entered into the system.
Navigation	**Define Business Rules, Define General Data (NLD), Report, Pay Groups**
Prerequisites	Pay Groups must be entered into the system.
Access Requirements	Enter a Run Control ID.



Pay Groups - Run Control page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Pay Groups Report

Description	The purpose of the Pay Groups report is to provide an overview of the pay groups entered in the system.
Report ID	INT003NL
Type of Report	SQR
Parameters	Run Control ID
Source	PRCSRUNCNTL
Source Records	STRINGS_TBL; PAYGROUP_TBL; PAYGROUP_LANG; PAYGRP_EMPLTYPE
Sorted By	Company, pay group, and effective date

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

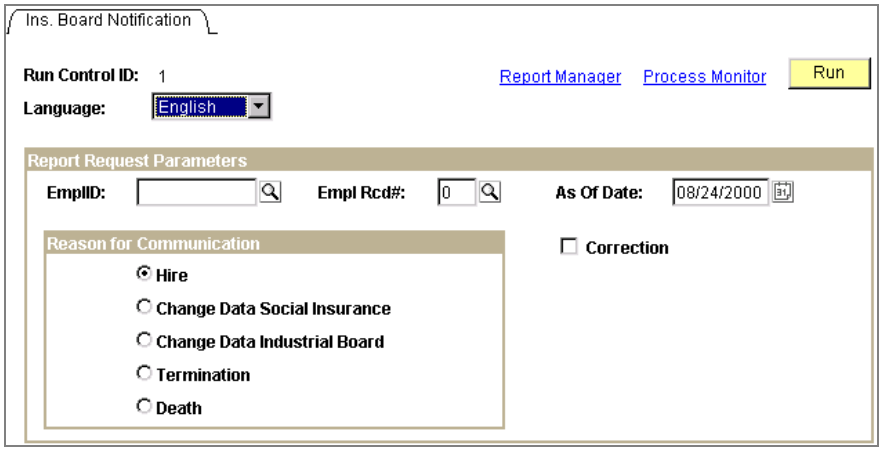
Generating Social Insurance Notification Reports

Dutch employers must report personal data to the Insurance Board for every new employee. The purpose of the Insurance Board Notification (INT001NL) SQR report is to print the insurance board notification. Also, Dutch employees must be insured in accordance with the Dutch National Health Service (DNHS), unless their income rises above a certain level. If this occurs, the Insurance Notification (INT002NL) SQR report can be used to inform the DNHS.

Insurance Board Notification Page

Usage	Use the Insurance Board Notification (INT001NL) report to print the insurance board notification.

Object Name	RUNCTL_INT001_NL
Navigation	**Define Business Rules, Define General Data (NLD), Report, Ins. Board Notification, Ins. Board Notification**
Access Requirements	Enter a Run Control ID.



Ins. Board Notification page (insurance board notification page)

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language, EmplID,** and **As Of Date.**

Hire Select this option if you are reporting a newly hired employee.

Change Data Social Insurance Select this option if you are reporting a change for social insurance.

Change Data Industrial Board Select this option if you are reporting a change for the industrial board.

Termination Select this option if you are reporting an employment termination.

Death Select this option if you are reporting a death.

Correction Select **Correction** if you are reporting a correction.

Insurance Board Notification Report

Description	The purpose of the Insurance Board Notification (INT001NL) report is to print the insurance board notification.
Report ID	INT001NL

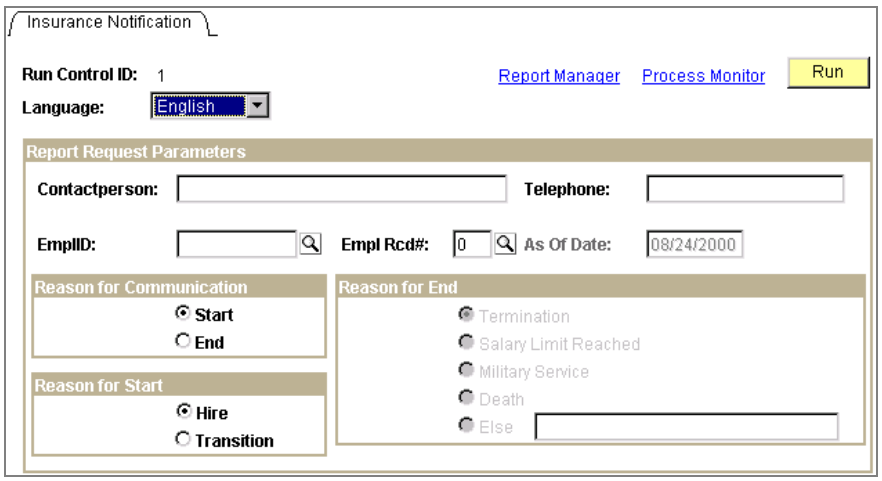
Type of Report	SQR
Parameters	EmplID, As of Date, Reason for Communication, Correction
Source	RUNCTL_INT001_NL
Source Records	STRINGS_TBL; PERSONAL_DATA; PERS_DATA_EFFDT; PERS_NID; NID_TYPE_LANG; EMPLOYMENT; JOB; COMPANY_TBL; COMP_EXT_RELATN; PROVIDR_TBL; SOCIAL_ASSR_NLD and XLATTABLE



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

Insurance Notification Page

Usage	Dutch employees must be insured in accordance with the Dutch National Health Service (DNHS) unless their income rises above a certain level. If this occurs, the Insurance Notification (INT002NL) SQR report can be used to inform the DNHS.
Object Name	RUNCTL_INT002_NL
Navigation	**Define Business Rules, Define General Data (NLD), Report, Insurance Notification, Insurance Notification**
Access Requirements	Enter a Run Control ID.



Insurance Notification page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language, Telephone, EmplID,** and **As Of Date.**

Reason for Communication

Use this group box to enter the reason to inform the DNHS.

Start Select this option to report a start in DNHS coverage.

End Select this option to report an end in DNHS coverage.

Reason for End

Use this group box to enter the reason to end DNHS coverage.

Termination Select this option to report an employment termination.

Salary Limit Reached Select this option if the employee has reached the salary limit.

Military Service Select this option if the employee enters military service.

Death Select this option if the employee dies.

Else Select this option for an unlisted reason and enter the reason in the provided field.

Reason for Start

Use this group box to enter the reason to start DNHS coverage.

Hire Select this option if the employee is a new hire.

Transition Select this option if the employee is changing jobs.

Insurance Notification Report

Description	Dutch employees must be insured in accordance with the Dutch National Health Service (DNHS) unless their income rises above a certain level. If this occurs, the Insurance Notification (INT002NL) report can be used to inform the DNHS.
Report ID	INT002NL
Type of Report	SQR
Parameters	Contact Person, Telephone, EmplID, As of Date, Reason for Communication, Reason for End, Reason for Start
Source	RUNCTL_INT002_NL
Source Records	STRINGS_TBL; PERSONAL_DATA; PERS_DATA_EFFDT; EMPLOYMENT; SOCIAL_ASSR_NLD; JOB; PROVIDR_TBL; COMPANY_TBL; COMP_EXT_RELATN and XLATTABLE



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

CHAPTER 14

Running Salary Forecasting Reports

This chapter describes how to run the three Salary Forecasting reports. The three reports are:

- Forecasted Compensation report. This menu item allows you to launch two Crystal Reports:
  - Analysis of the Compensation
  - Variations
- Scenario Comparison report
- Rate Codes Without Class report
- The first two of these reports use a common run control page.

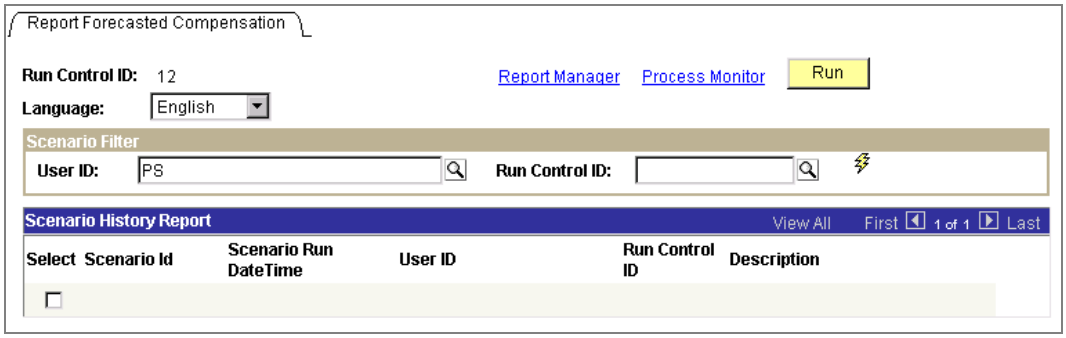
Report Name	*Report ID*	*Location*	*Global or Local*
Forecasted Compensation Report Details	LMs001 and LMS002	Compensate Employees, Forecast Compensation (FRA), Report, Forecasted Compensation	FRA
Rate Codes Without Class Report Details	LMS004	Compensate Employees, Forecast Compensation (FRA), Report, Rate Codes without Class	FRA
Scenario Comparison Report Details	LMS003	Compensate Employees, Forecast Compensation (FRA), Report, Scenario Comparison	FRA

Common Run Control Page for Salary Forecasting Reports

Several of the reports in the Salary Forecasting module share a run control page. Both the Forecasted Compensation report page and Scenario Comparison report page use the same run control page. The object page name (RUNCTL_LMS_REPORT) is the same for both, but the pages produce different reports.

Common Run Control Page

Usage	Use this page to run either the Forecasted Compensation report or the Scenario Comparison report.
Object Name	RUNCTL_LMS_REPORT
Navigation	• **Compensate Employees, Forecast Compensation (FRA), Report, Scenario Comparison, Scenario Comparison** • **Compensate Employees, Forecast Compensation (FRA), Report, Forecasted Compensation, Report Forecasted Compensation**
Prerequisites	Define a scenario.
Access Requirements	Enter a run control ID.



RUNCTL_LMS_REPORT page

Standard Field Definitions for the Report pages

The fields listed in the following table appear in both the Forecasted Compensation report and the Scenario Comparison report.

User ID Your **User ID** displays.

Run Control ID The **Run Control ID** you entered displays.

Language Select your **Language.**

Scenario Filter This area allows you to narrow the choice of Scenarios to report by **User ID** and **Run Control ID**.

Click this button to display all Scenarios that meet the **Scenario Filter** requirements.

Scenario History Report This area displays all Scenarios that meet the **Scenario Filter** requirements. Scenarios are listed by **Scenario ID**, **Scenario Run Date/Time**, **User ID**, **Run Control ID**, and **Description**.

Select the Scenarios to run by selecting the **Select** check box. Run one scenario at a time.

Running the Forecasted Compensation Report

Run the Forecasted Compensation report when you want to analyze a future period against the current period.

Both reports delivered, Analysis of the Compensation and Variations, are compliant in content and format with the French Method of analysis, La Masse Salariale.

Forecasted Compensation Report Page

This page shares a run control page with another page in this module. For a definition of this page, see Common Run Control Page. That section also defines all fields on this page: **User ID**, **Run Control ID**, **Language**, **Scenario Filter**, **and Scenario History Report**.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Forecasted Compensation Report Details

Description	Use the Forecasted Compensation report to see the analysis of the impact on the forecasted period of the events defined in the scenario and the variations of the compensation and headcount over the two periods (LMS002: Variations).
Report ID	LMS001 and LMS002
Type of Report	Crystal
Parameters	User ID, Run Control ID, Language
Source Records	PS_LMS_SC_RESULT and PS_LMS_EFF_RES

Forecasted Compensation Report Output

PeopleSoft

Report ID: LMS001

Page No. 1
Run Date 04/08/2000
Run Time 3:55:19PM

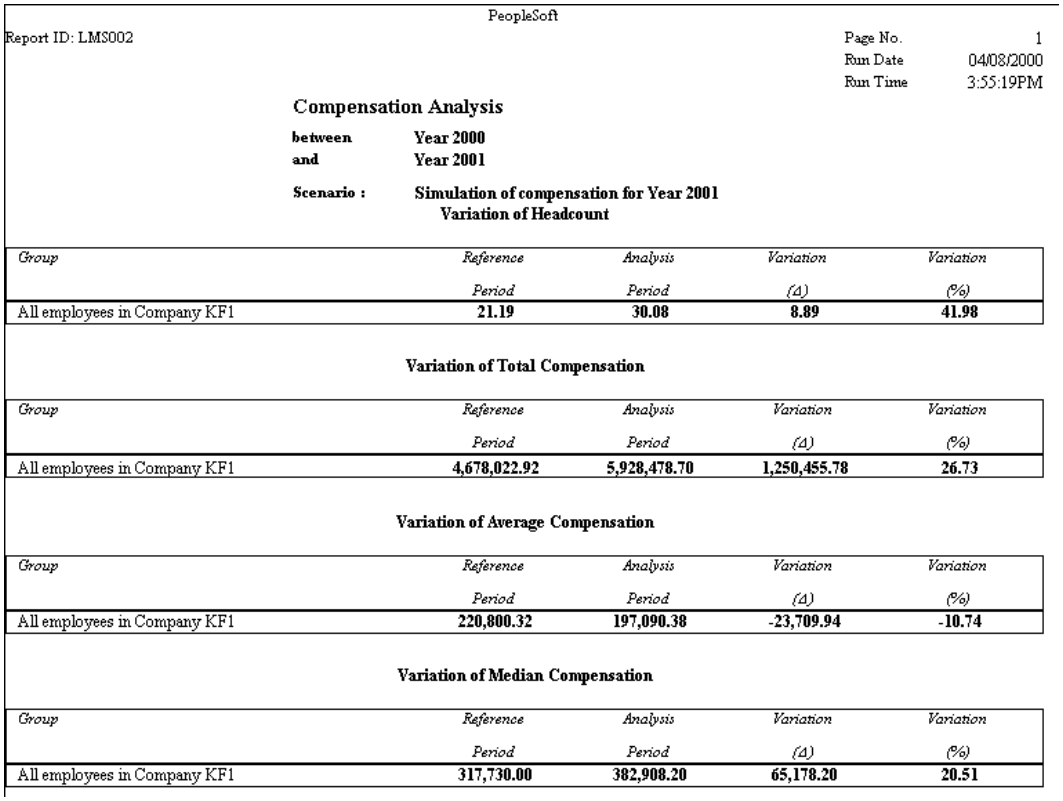
Analysis of the compensation

between **Year 2000**
and **Year 2001**

Scenario : **Simulation of compensation for Year 2001**

Measure	*Triggering Date*	*Level Effect (%)*	*Mass Effect (%)*	*Carry-Over (%)*
Carry-over from the reference period	-	-	-	0.00
Regular Bonus				
June General Increase	01/06/2001	0.05	0.03	0.02
Seniority				
June General Increase	01/06/2001	0.06	0.03	0.02
Regular Bonus				
Promotion from Assistant to Senior Assistant	01/06/2001	-0.24	-0.15	-0.07
Shift-Technicality				
Promotion from Assistant to Senior Assistant	01/06/2001	-6.37	-3.92	-1.93
Average Compensation for the Employees in Place	-	-3.42	-2.11	-1.04
Headcount effect	-	-	37.47	-
Structure effect	-	-	0.00	-
Noria effect	-	-	-8.63	-
Total Compensation variation	-	-	26.73	-

Analysis of Compensation



PeopleSoft

Report ID: LMS002 Page No. 1
Run Date 04/08/2000
Run Time 3:55:19PM

Compensation Analysis

between **Year 2000**
and **Year 2001**

Scenario : **Simulation of compensation for Year 2001**
Variation of Headcount

Group	*Reference Period*	*Analysis Period*	*Variation (Δ)*	*Variation (%)*
All employees in Company KF1	**21.19**	**30.08**	**8.89**	**41.98**

Variation of Total Compensation

Group	*Reference Period*	*Analysis Period*	*Variation (Δ)*	*Variation (%)*
All employees in Company KF1	**4,678,022.92**	**5,928,478.70**	**1,250,455.78**	**26.73**

Variation of Average Compensation

Group	*Reference Period*	*Analysis Period*	*Variation (Δ)*	*Variation (%)*
All employees in Company KF1	**220,800.32**	**197,090.38**	**-23,709.94**	**-10.74**

Variation of Median Compensation

Group	*Reference Period*	*Analysis Period*	*Variation (Δ)*	*Variation (%)*
All employees in Company KF1	**317,730.00**	**382,908.20**	**65,178.20**	**20.51**

Variations

Running the Scenario Comparison Report

Use this report to compare two scenarios. For example, you're budgeting for the next period and you'd like to compare the effect of a 5% and a 6% increase. You'd run the calculation for those two different scenarios, then run this Scenario Comparison Report so that you can analyze the different results.

You can compare just two scenarios at a time.

Scenario Comparison Report Page

This page shares a run control page with another page in this module. For a definition of this page, see Common Run Control Page. That section also defines all fields on this page: **User ID**, **Run Control ID**, **Language**, **Scenario Filter**, **and Scenario History Report**. The system checks that when you use the Scenario Comparison Report menu item, you select two scenarios. If you do not, an error occurs when saving the run control parameters.

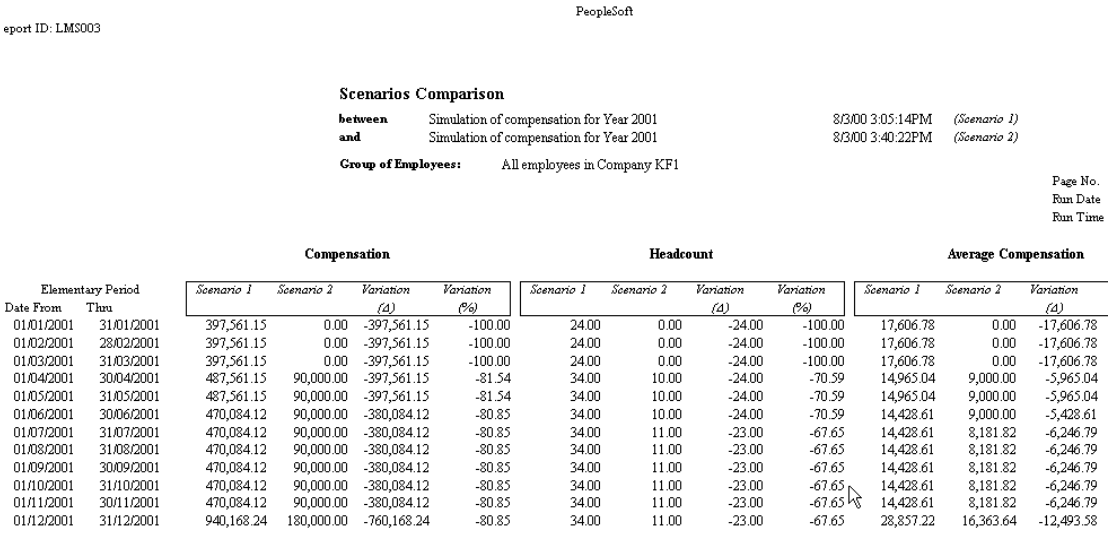
Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Scenario Comparison Report Details

Description	Use this report to compare two scenarios.
Report ID	LMS003
Type of Report	Crystal
Parameters	User ID, Run Control ID, Language.
Source Records	PS_LMS_SC_RESULT and PS_LMS_EFF_RES

Scenario Comparison Report Output



PeopleSoft

eport ID: LMS003

Scenarios Comparison

between Simulation of compensation for Year 2001 8/3/00 3:05:14PM *(Scenario 1)*
and Simulation of compensation for Year 2001 8/3/00 3:40:22PM *(Scenario 2)*

Group of Employees: All employees in Company KF1

Page No.
Run Date
Run Time

Elementary Period		Compensation				Headcount				Average Compensation		
Date From	Thru	*Scenario 1*	*Scenario 2*	*Variation (A)*	*Variation (%)*	*Scenario 1*	*Scenario 2*	*Variation (A)*	*Variation (%)*	*Scenario 1*	*Scenario 2*	*Variation (A)*
01/01/2001	31/01/2001	397,561.15	0.00	-397,561.15	-100.00	24.00	0.00	-24.00	-100.00	17,606.78	0.00	-17,606.78
01/02/2001	28/02/2001	397,561.15	0.00	-397,561.15	-100.00	24.00	0.00	-24.00	-100.00	17,606.78	0.00	-17,606.78
01/03/2001	31/03/2001	397,561.15	0.00	-397,561.15	-100.00	24.00	0.00	-24.00	-100.00	17,606.78	0.00	-17,606.78
01/04/2001	30/04/2001	487,561.15	90,000.00	-397,561.15	-81.54	34.00	10.00	-24.00	-70.59	14,965.04	9,000.00	-5,965.04
01/05/2001	31/05/2001	487,561.15	90,000.00	-397,561.15	-81.54	34.00	10.00	-24.00	-70.59	14,965.04	9,000.00	-5,965.04
01/06/2001	30/06/2001	470,084.12	90,000.00	-380,084.12	-80.85	34.00	10.00	-24.00	-70.59	14,428.61	9,000.00	-5,428.61
01/07/2001	31/07/2001	470,084.12	90,000.00	-380,084.12	-80.85	34.00	11.00	-23.00	-67.65	14,428.61	8,181.82	-6,246.79
01/08/2001	31/08/2001	470,084.12	90,000.00	-380,084.12	-80.85	34.00	11.00	-23.00	-67.65	14,428.61	8,181.82	-6,246.79
01/09/2001	30/09/2001	470,084.12	90,000.00	-380,084.12	-80.85	34.00	11.00	-23.00	-67.65	14,428.61	8,181.82	-6,246.79
01/10/2001	31/10/2001	470,084.12	90,000.00	-380,084.12	-80.85	34.00	11.00	-23.00	-67.65	14,428.61	8,181.82	-6,246.79
01/11/2001	30/11/2001	470,084.12	90,000.00	-380,084.12	-80.85	34.00	11.00	-23.00	-67.65	14,428.61	8,181.82	-6,246.79
01/12/2001	31/12/2001	940,168.24	180,000.00	-760,168.24	-80.85	34.00	11.00	-23.00	-67.65	28,857.22	16,363.64	-12,493.58

Running the Rate Codes Without Class Report

The Salary Forecasting calculation functions properly only when the rate codes you've assigned to individuals have an associated class. You should check that all components of pay included in the compensation package of any employee you're dealing with has an associated rate code class. Run this report before you run the calculation process.

Rate Codes Without Class Report Page

Usage	Use this page to run the Rate Codes without Class Report.

Object Name	RUNCTL_L MS_RATE_CL
Navigation	**Compensate Employees, Forecast Compensation, Report, Rate Codes without Class**
Prerequisites	None.
Access Requirements	Enter a run control ID.



Rate Code without class report page

User ID Your **User ID** displays.

Run Control ID Enter a **Run Control ID**.

Language Select a **Language** for the report.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Rate Codes Without Class Report Details

Description	Use this report to identify any Rate Codes that don't have a Rate Code Class attached.
Report ID	LMS004
Type of Report	Crystal
Parameters	User ID, Run Control ID
Source Records	PS_COMP_RATECD_TBL % PS_RATECD_CLS_TBL
Sorted By	Rate Code / Effective Date

Rate Codes Without Class Report Output

PeopleSoft

Report ID: LMS004

Page No. 1
Run Date 04/08/2000
Run Time 4:06:21PM

Rate Codes without rate code class

Rate Code	Effective Date		Rate Type	
K0GRCH	1/1/80	Global Base RC Hourly	HR	Hourly Rate
K0GRCM	1/1/80	Global Base RC Flat Amount	FA	Flat Amount
K0GRCN	1/1/80	Global Base RC Percent	PC	Percent
K0GRCP	1/1/80	Global Base RC Points	PT	Points
KBML01	1/1/80	Belgium Meal Allowance	FA	Flat Amount
KBTV01	1/1/80	Belgium Travel Allowance	FA	Flat Amount
KCERTF	5/15/00	Certificate Base Pay	FA	Flat Amount
KE0003	1/1/80	Quarterly Bonus	PC	Percent
KE0004	1/1/80	Meal Allowance	FA	Flat Amount
KGC001	1/1/80	Sales Commission UK	PC	Percent
KHAZRD	1/1/80	Hazardous Pay	FA	Flat Amount
KLEAD	1/1/80	Lead Pay	FA	Flat Amount
KPROJ	1/1/80	Special Project	FA	Flat Amount
NAANNL	1/1/00	Default NA Annual	FA	Flat Amount
NAHRLY	1/1/00	Default NA Hourly	HR	Hourly Rate

CHAPTER 15

Variable Compensation Reports

PeopleSoft 8 Human Resources Managing Variable Compensation provides a full compliment of reports. Some of these reports will help you make decisions as you progress through the variable compensation business process. Some of them summarize the results of your variable compensation awards process.



For more information about generating these reports, see Introduction to PeopleSoft Reporting. For a complete listing of all PeopleSoft Human Resources reports by report ID and report name, see List of Reports in PeopleSoft Human Resources.

Common VC Report Run Control Page

Most of the variable compensation reports use the same run control object, but the page labels and parameters on the page vary by report.

RUNCTL_VC_REP Page

Usage	Use this run control page to run most of the reports in the Variable Compensation module.
Object Name	RUNCTL_VC_REP
Navigation	• **Compensate Employees, Manage Variable Compensation, Report, Actual Award Report, Actual Award Report** • **Compensate Employees, Manage Variable Compensation, Report, Budget Report, Runctl Vc Rep** • **Compensate Employees, Manage Variable Compensation, Report, Calculate Awards Report, Calculate Awards Report** • **Compensate Employees, Manage Variable Compensation, Report, Carryover Report, Carryover Report** • **Compensate Employees, Manage Variable Compensation, Report, Consistency Report, Consistency Report** • **Compensate Employees, Manage Variable Compensation, Report,**

	Funding Allocation Report, Funding Allocations Report • **Compensate Employees, Manage Variable Compensation, Report, Guarantee Report, Guarantee Report** • **Compensate Employees, Manage Variable Compensation, Report, Non Monetary Report, Non Monetary Report** • **Compensate Employees, Manage Variable Compensation, Report, Organization and Group Goals, Organization and Group Goals** • **Compensate Employees, Manage Variable Compensation, Report, Plan History Report, Plan History Report** • **Compensate Employees, Manage Variable Compensation, Report, Subscription Error Report, Runctl Vc Rep** • **Compensate Employees, Manage Variable Compensation, Report, Variance Report, Variance Report**
Access Requirements	Enter a Run Control ID.



RUNCTL_VC_REP page

Standard Page Element Definitions for the RUNCTL_VC_REP Page

The following fields are common to most reports using the RUNCTL_VC_REP page (run control for variable compensation reporting page). Additional parameters for individual reports are defined under each report's heading.

Run Control ID The system enters the **Run Control ID** that you enter when you access the page.

Start Date Enter the beginning date of the time period that you want to report.

End Date	Enter the ending date of the time period that you want to report.
VC Plan ID	Select the ID of the VC plan for which you want to generate a report.
Payout Period ID	Select the payout period ID for which you want to generate a report.
Report Type	Indicate the level of detail that you want in the report: ***Summary:*** The report provides data at the level of the group. ***Detail:*** The report provides data at the level of the employee.

List of Reports Using the RUNCTL_VC_REP Page

Use the Runctl Vc Rep run control page to run the following reports:

Budget report

Funding Allocations report

Calculate Awards report

Actual Award report

Carryover report

Guarantee report

Non Monetary report

Plan History report

Variance report

Organization and Group Goals report

Consistency report

Subscription Error report

List of Variable Compensation Reports

Report Name	*Report ID*	*Location*	*Global or Local*
Actual Award Report	VC001	Compensate Employees, Manage Variable	GBL

Report Name	Report ID	Location	Global or Local
		Compensation, Report, Actual Award Report	
Budget Report	VC002	Compensate Employees, Manage Variable Compensation, Report, Budget Report	GBL
Calculate Awards Report	VC003	Compensate Employees, Manage Variable Compensation, Report, Calculate Awards Report	GBL
Carryover Report	VC004	Compensate Employees, Manage Variable Compensation, Report, Carryover Report	GBL
Consistency Report	VC012	Compensate Employees, Manage Variable Compensation, Report, Consistency Report	GBL
Employee History Report	VC005	Compensate Employees, Manage Variable Compensation, Report, Employee History Report	GBL
Funding Allocation Report	VC006	Compensate Employees, Manage Variable Compensation, Report, Funding Allocation Report	GBL
Guarantee Report	VC007	Compensate Employees, Manage Variable Compensation, Report, Guarantee Report	GBL
Non Monetary Report	VC008	Compensate Employees, Manage Variable Compensation, Report, Non Monetary Report	GBL
Organization and Group Goals Report	VC011	Compensate Employees, Manage Variable Compensation, Report, Organization and Group Goals	GBL
Plan History Report	VC009	Compensate Employees, Manage Variable Compensation, Report, Plan History Report	GBL

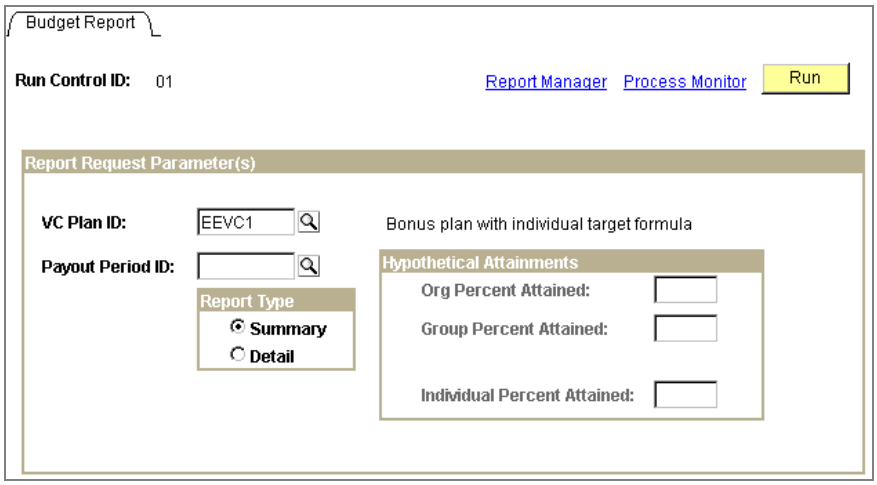
Report Name	*Report ID*	*Location*	*Global or Local*
Subscription Error Report	VC013	Compensate Employees, Manage Variable Compensation, Report, Subscription Error Report	GBL
Tree Member Overlap Report	VCP001	Compensate Employees, Manage Variable Compensation, Report, Tree Member Overlap	GBL
Variance Report	VC010	Compensate Employees, Manage Variable Compensation, Report, Variance Report	GBL

Generating the Budget Report

Use the Budget Report to help you calculate how much funding to allocate to a plan.

Budget Report Page

Usage	Use this run control page to run the Budget Report. You can select a detailed report or a summary report.
Navigation	**Compensate Employees, Manage Variable Compensation, Report, Budget Report**
Prerequisites	Plan setup is complete Eligibility/Proration process run successfully
Access Requirements	Enter a Run Control ID.



Budget Report page

The following fields are common to reports using the Runctl Vc Rep page and are defined at the front of this section in Standard Page Element Definitions for the RUNCTL_VC_REP Page: **Run Control ID, VC Plan ID, Payout Period ID,** and **Report Type.**

Hypothetical Attainments

The following fields are available on the page if the plan uses goals:

Org Percent Attained (organization percent attained) — (Weighted goals) Enter the organization goal attainment percent that you want the system to use in calculating the budget amount.

Group Percent Attained — (Weighted goals) Enter the group goal attainment percent that you want the system to use in calculating the budget amount.

Ind Goal Weight (individual percent attained) — (Weighted goals) Enter the individual goal attainment percent that you want the system to use in calculating the budget amount.

Score — (Matrix goals) Enter the goal matrix score that you want the system to use in calculating the budget amount.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Budget Report

Description	The Budget report calculates the target payout under the plan assuming 100% proration. If you use weighted goals in the plan, you can specify hypothetical attainment percentages on the run control page. If you use a goals matrix, you can specify a hypothetical matrix score on the run control page. If you do not specify hypothetical goal attainments or a score, the system assumes 100% goal attainment.
Report ID	Process Scheduler job consisting of the VC BUDGT REP application engine and the SQR VC002.
Type of Report	SQR
Parameters	VC plan ID, payout period ID
Source	RUNCTL_VC_REP
Source Records	VC_PLAN_MEM, VC_PLAN_PAYOUT
Sorted By	group ID, employee ID

You can select a detailed report or a summary report.

- The detailed Budget report lists all employees in a plan by group, the employee's projected target award value, carryover balance, minimum award, and maximum award, along with the sum of these values for each group and the grand total for the plan.
- The summary report lists the total values for each group and the grand total for the plan.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

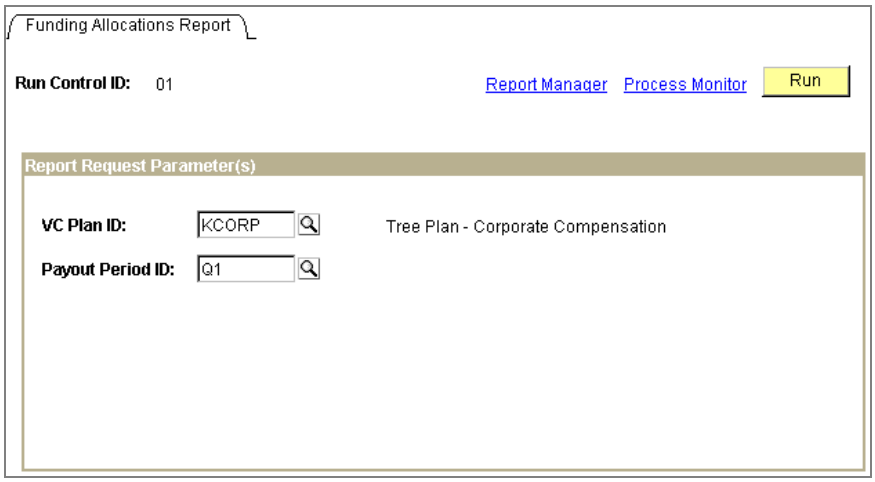
Generating the Funding Allocation Report

After you allocate funds to groups, you can use the optional Funding Allocations report to review and evaluate the distribution of funds to all of the groups in the plan.

Funding Allocations Report Page

Usage	Use this run control page to run the Funding Allocations report.
Navigation	**Compensate Employees, Manage Variable Compensation, Report, Funding Allocation Report**

Access Requirements	Enter a Run Control ID.



Funding Allocations Report page

The following fields are common to reports using the Runctl Vc Rep page and are defined at the front of this section in Standard Page Element Definitions for the RUNCTL_VC_REP Page: **Run Control ID, VC Plan ID, Payout Period ID,** and **Report Type.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Funding Allocation Report

Description	After you allocate funds to groups, you can use the optional Funding Allocations report to review and evaluate the distribution of funds to all of the groups in the plan. The report lists all data as summary information at the group level.
Report ID	VC006
Type of Report	SQR
Parameters	VC plan ID, payout period ID
Source	RUNCTL_VC_REP
Source Records	VC_GRP_ALLOC
Sorted By	group ID

The report lists all data as summary information at the group level.

For each group, the report lists the projected target value, actual funding, the variance between the target and the funding, and any unallocated balances left from previous periods. The report also provides a grand total of all of these calculations for the entire plan.

If the plan uses weighted goals, the report lists the performance factor for each group. If the plan uses matrix goals, the report lists the payout formula for each group.



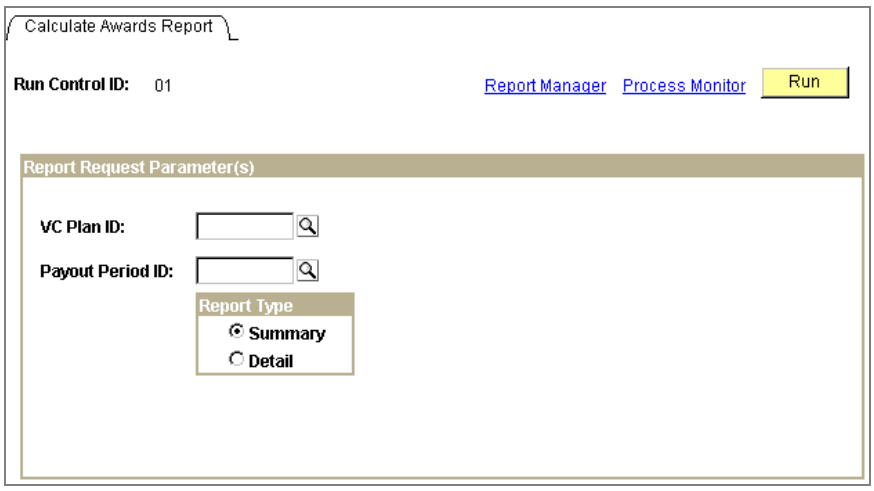
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Calculate Awards Report

You can view the results of the Award Calculation process on the Calculate Awards report. You can select a detailed report or a summary report.

Calculate Awards Report Page

Usage	Use this run control page to run the Calculate Awards report.
Navigation	**Compensate Employees, Manage Variable Compensation, Report, Calculate Awards Report**
Prerequisites	Plan setup complete Eligibility/Proration process run successfully Determine Allocations process run successfully Calculate Awards process run successfully
Access Requirements	Enter a Run Control ID.



Calculate Awards Report page

The following fields are common to reports using the Runctl Vc Rep page and are defined at the front of this section in Standard Page Element Definitions for the RUNCTL_VC_REP Page: **Run Control ID, VC Plan ID, Payout Period ID,** and **Report Type.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Calculate Awards Report

Description	You can view the results of the Award Calculation process on the Calculate Awards report. You can select a detailed report or a summary report.
Report ID	VC003
Type of Report	SQR
Parameters	VC plan ID, payout period ID
Source	RUNCTL_VC_REP
Source Records	VC_PLAN_MEM, VC_AWARD
Sorted By	group ID, employee ID

You can select a detailed report or a summary report.

- The detailed report lists all employees in a plan by group, the employee's target award value, annual rate, job code, calculated award, award value, and carryover balance. It also indicates

whether the award is either the minimum or maximum payout under the plan. In addition, this report shows the total award value for each group and the grand total for the plan.

- The summary report lists the totals of calculated award, calculated award value, and carryover balance for each group and the grand total for the plan.



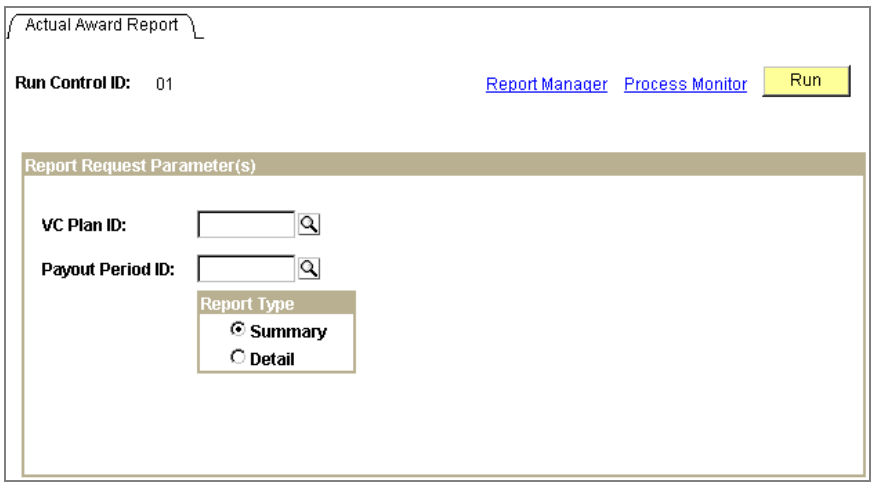
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Actual Award Report

Run the Actual Awards report after the system publishes the awards for payout. This report is similar to the Calculate Awards report, but it shows any modifications you made to the award on the Award Allocation Page. You can select a detailed report or a summary report.

Actual Award Report Page

Usage	Use this run control page to run the Actual Award report.
Navigation	**Compensate Employees, Manage Variable Compensation, Report, Actual Award Report**
Prerequisites	Plan setup complete Eligibility/Proration process run successfully Determine Allocations process run successfully Calculate Awards process run successfully Awards approved/submitted and published to Payroll or Stock
Access Requirements	Enter a Run Control ID.



Actual Award Report page

The following fields are common to reports using the Runctl Vc Rep page and are defined at the front of this section in Standard Page Element Definitions for the RUNCTL_VC_REP Page: **Run Control ID, VC Plan ID, Payout Period ID,** and **Report Type.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Actual Award Report

Description	Run the Actual Awards report after the system publishes the awards for payout. This report shows any modifications that you made to the award on the Award Allocations page.
Report ID	VC001
Type of Report	SQR
Parameters	VC plan ID, payout period ID
Source	RUNCTL_VC_REP
Source Records	PS_VC_PLAN_MEM, PS_VC_AWARD
Sorted By	group ID, employee ID

You can select a detailed report or a summary report.

- The detailed report lists all employees in a plan by group, the employee's target award value, annual rate, job code, actual award, and the value. It also indicates whether the award is either

the minimum or maximum payout under the plan. This report also shows the total award value for each group and the grand total for the plan.

- The summary report lists the total award value for each group and the grand total for the plan.



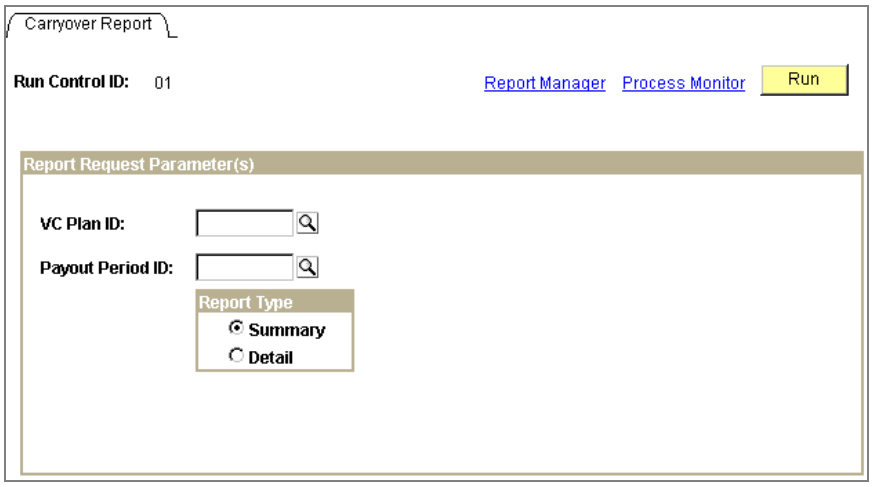
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Carryover Report

Use the Carryover report to view the carryover balances. You can select a detailed report or a summary report.

Carryover Report Page

Usage	Use this run control page to run the Carryover report. You can select a detailed report or a summary report.
Navigation	**Compensate Employees, Manage Variable Compensation, Report, Carryover Report**
Prerequisites	Plan setup complete Eligibility/Proration process run successfully Determine Allocations process run successfully Calculate Awards process run successfully
Access Requirements	Enter a Run Control ID.



Carryover Report page

The following fields are common to reports using the Runctl Vc Rep page and are defined at the front of this section in Standard Page Element Definitions for the RUNCTL_VC_REP Page: **Run Control ID, VC Plan ID, Payout Period ID,** and **Report Type.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Carryover Report

Description	Use the Carryover report to view the carryover balances.
Report ID	VC004
Type of Report	SQR
Parameters	VC plan ID, payout period ID
Source	RUNCTL_VC_REP
Source Records	VC_PLAN_MEM, VC_AWARD
Sorted By	group ID, employee ID

You can select a detailed report or a summary report.

- The detailed report lists all employees in a plan by group and their carryover balance.
- The summary report lists the total carryover balance for each group, as well as the totals for the plan.

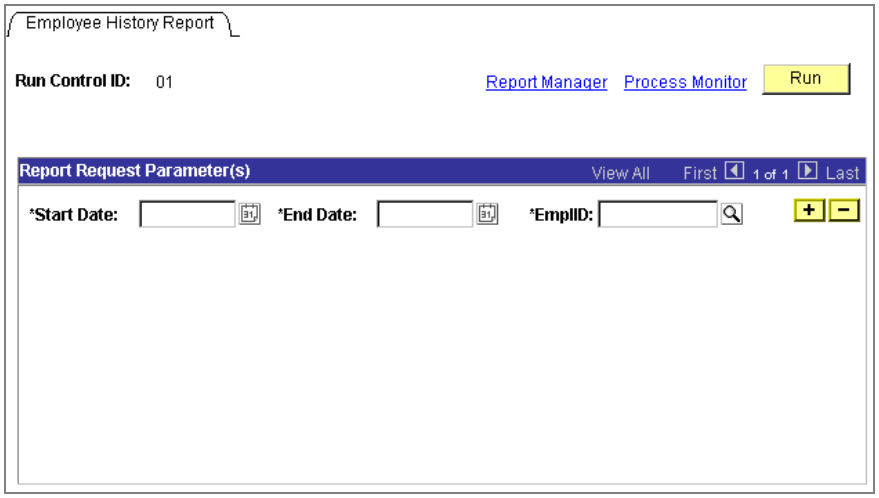
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Employee History Report

Use the Employee VC History report to print and view employee variable compensation history within date ranges that you specify on the run control page.

Employee History Report Page

Usage	Use this run control page to run the Employee History report.
Object Name	RUNCTL_VC_EEHIS_RP
Navigation	**Compensate Employees, Manage Variable Compensation, Report, Employee History Report, Employee History Report**
Access Requirements	Enter a Run Control ID.



Employee History Report page

The following fields are common to reports using the Runctl Vc Rep page and are defined at the front of this section in Standard Page Element Definitions for the RUNCTL_VC_REP Page: **Run Control ID, From Date,** and **Thru Date.**

EmplID Select the ID of the employee for whom you want to generate a report.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Employee History Report

Description	Use the Employee History report to print and view employee variable compensation history within date ranges that you specify on the run control page.
Report ID	VC005
Type of Report	SQR
Parameters	From Date, Thru Date, Employee ID
Source	RUNCTL_VC_EEHIS_RP
Source Records	VC_AWARD, PERSONAL_DATA, VC_PAYPRD_TBL
Sorted By	employee ID, record number, VC plan ID, payout period begin date

For each employee, the report lists target values, award values, and units by plan and payout period. It also prints the total values and units for each plan. In addition, you can select to print each employee's grand total values for all plans.

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

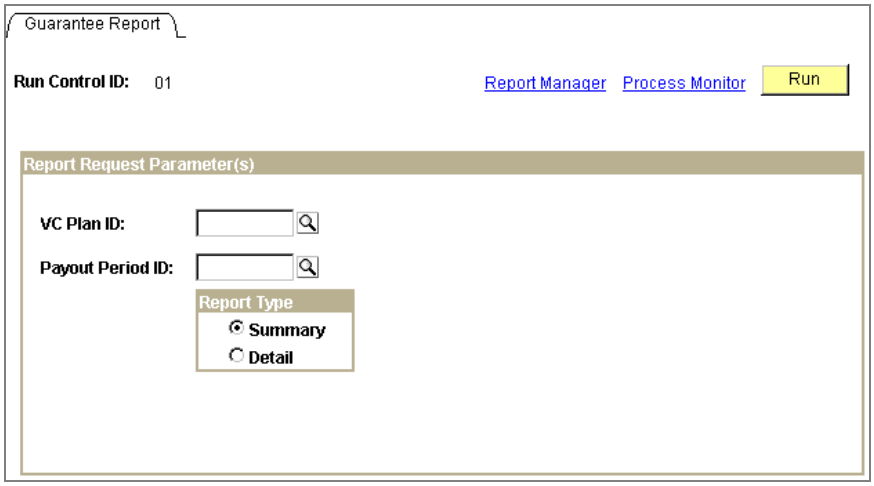
Generating the Guarantee Report

Use the Guarantee report to view the employee guarantees. You can select a detailed report or a summary report.

Guarantee Report Page

Usage	Use this run control page to run the Guarantee report.
Navigation	**Compensate Employees, Manage Variable Compensation, Report,**

	Guarantee Report
Access Requirements	Enter a Run Control ID.



Guarantee Report page

The following fields are common to reports using the Runctl Vc Rep page and are defined at the front of this section in Standard Page Element Definitions for the RUNCTL_VC_REP Page: **Run Control ID, VC Plan ID, Payout Period ID,** and **Report Type.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Guarantee Report

Description	Use the Guarantee report to view the employee guarantees.
Report ID	VC007
Type of Report	SQR
Parameters	VC plan ID, payout period ID
Source	RUNCTL_VC_REP
Source Records	VC_AWARD, PERSONAL_DATA, GB_GROUP_TBL, VC_EE_VCOMP_DTL
Sorted By	group ID, employee ID

You can select a detailed report or a summary report.

- The detailed report lists all employees in a plan by group and their guarantee.
- The summary report lists the total guarantees for each group as well as the totals for the plan.



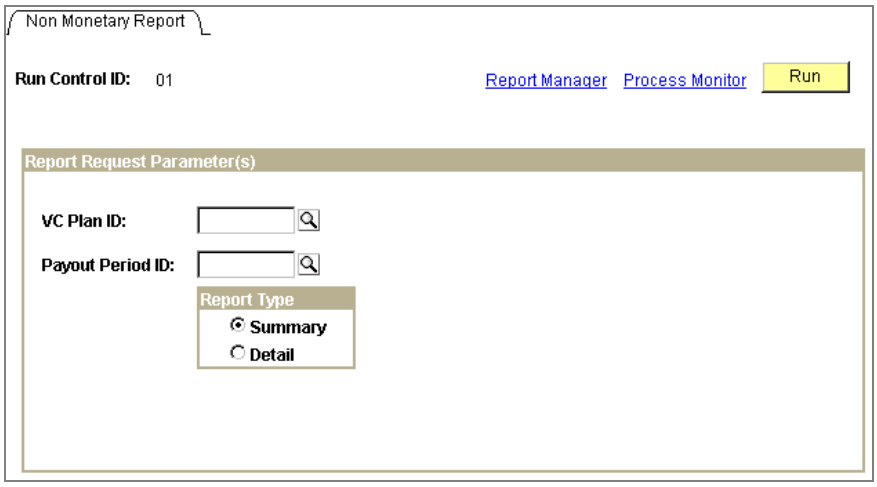
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Non Monetary Report

Use the Non Monetary Report to track the number of units awarded under a plan and the value to employees. You can select a detailed report or a summary report.

Non Monetary Report Page

Usage	Use this run control page to run the Non Monetary report.
Navigation	**Compensate Employees, Manage Variable Compensation, Report, Non Monetary Report**
Prerequisites	Plan setup complete Eligibility/Proration run process successfully Determine Allocations process run successfully Calculate Awards process run successfully Awards approved/submitted
Access Requirements	Enter a Run Control ID.



Non Monetary Report page

The following fields are common to reports using the Runctl Vc Rep page and are defined at the front of this section in Standard Page Element Definitions for the RUNCTL_VC_REP Page: **Run Control ID, VC Plan ID, Payout Period ID,** and **Report Type.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Non Monetary Report

Description	Use the Non Monetary Report to track the number of units awarded under a plan and the value to employees.
Report ID	VC008
Type of Report	SQR
Parameters	VC Plan ID, Payout Period ID
Source	RUNCTL_VC_REP
Source Records	PS_VC_AWARD, PS_PERSONAL_DATA, PS_GB_GROUP_TBL, PS_EMPLOYMENT
Sorted By	group ID, employee ID

The report lists only awards that are beyond the status of Initial Calculation. You can select a detailed report or a summary report.

- The detailed report lists all employees in a plan by group, their target value, their calculated award, their actual award in non-monetary units, and their actual award as a monetary value.

- The summary report lists the total non-monetary units for each group, as well as the totals for the plan.

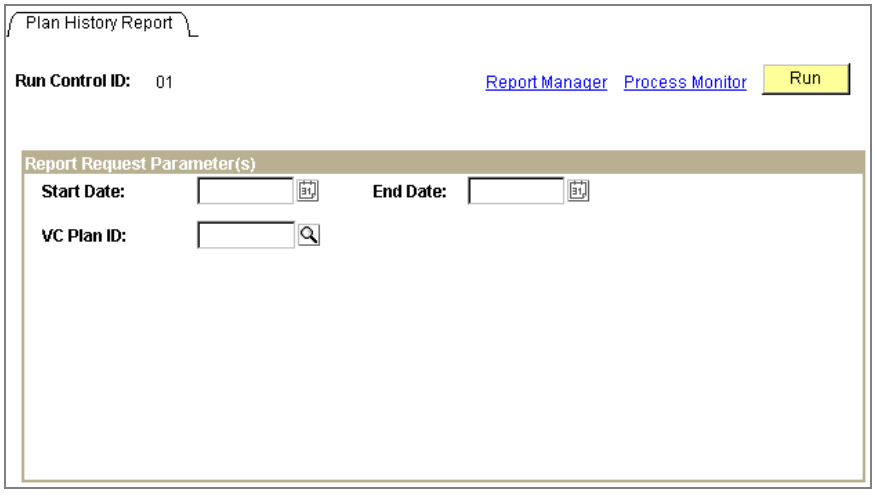
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Plan History Report

Use the Plan History report to print and view variable compensation plan history within date ranges that you specify on the run control page.

Plan History Report Page

Usage	Use this run control page to run the Plan History report.
Navigation	**Compensate Employees, Manage Variable Compensation, Report, Plan History Report**
Access Requirements	Enter a Run Control ID.



Plan History Report page

The following fields are common to reports using the Runctl Vc Rep page and are defined at the front of this section in Standard Page Element Definitions for the RUNCTL_VC_REP Page: **Run Control ID, From Date,** and **Thru Date.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Plan History Report

Description	Use the Plan History report to print and view variable compensation plan history within date ranges that you specify on the run control page.
Report ID	VC009
Type of Report	SQR
Parameters	VC plan ID, From Date, Thru Date
Source	RUNCTL_VC_REP
Source Records	PS_VC_PLAN_TBL, PS_VC_PLAN_EFFDT, PS_VC_PAYPRD_TBL, PS_VC_AWARD
Sorted By	VC plan ID, payout period ID, valuation ID

For the plan ID that you select, the report provides information about the plan definition and lists award values, proration, and approver information by payout period.

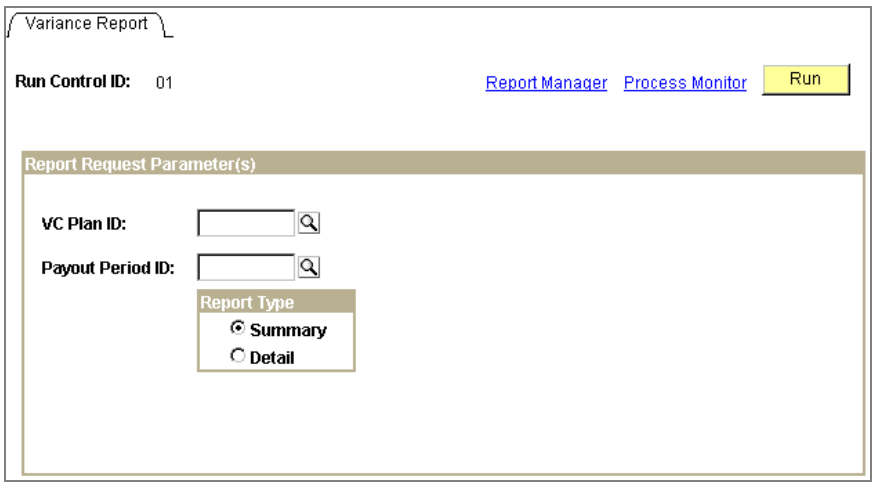
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Variance Report

Use the Variance report to view the variance between the target award and the actual award that appears on the Award Allocations page. You can select a detailed report or a summary report.

Variance Report Page

Usage	Use this run control page to run the Variance report.
Navigation	**Compensate Employees, Manage Variable Compensation, Report, Variance Report**
Access Requirements	Enter a Run Control ID.



Variance Report page

The following fields are common to reports using the Runctl Vc Rep page and are defined at the front of this section in Standard Page Element Definitions for the RUNCTL_VC_REP Page: **Run Control ID, VC Plan ID, Payout Period ID,** and **Report Type.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Variance Report

Description	Use the Variance report to view the variance between the target award and the actual award that appears on the Award Allocations page. You can select a detailed report or a summary report.
Report ID	VC010
Type of Report	SQR
Parameters	VC plan ID, payout period ID
Source	RUNCTL_VC_REP
Source Records	PS_VC_PLAN_MEM, PS_VC_AWARD, PS_PERSONAL_DATA, PS_GB_GROUP_TBL
Sorted By	group ID, employee ID

You can select a detailed report or a summary report.

- The detailed report lists all employees in a plan by group, the employee's target award value, actual award value, and the variance between the target and the actual award. It also indicates

whether the award is either the minimum or maximum payout under the plan. In addition, this report shows the total target award value, actual award value, and variance for each group and the grand total for the plan.

- The summary report lists the total target award value, actual award value, and variance for each group, as well as the grand totals for the plan.

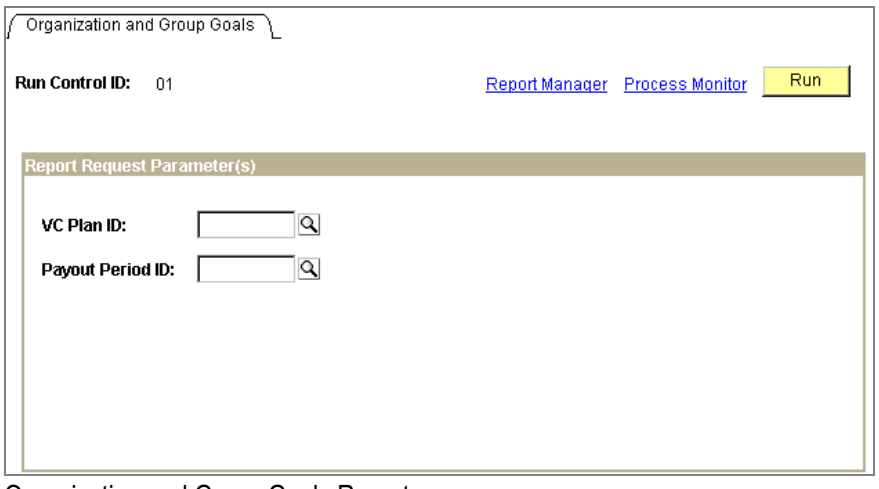
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Organization and Group Goals Report

The Organization and Group Goals report is an optional report that you can run before or after the goal measurement period.

Organization and Group Goals Report Page

Usage	Use this run control page to run the Organization and Group Goals report.
Navigation	**Compensate Employees, Manage Variable Compensation, Report, Organization and Group Goals**
Access Requirements	Enter a Run Control ID.



Organization and Group Goals Report page

The following fields are common to reports using the Runctl Vc Rep page and are defined at the front of this section in Standard Page Element Definitions for the RUNCTL_VC_REP Page: **Run Control ID, VC Plan ID,** and **Payout Period ID.**

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Organization and Group Goals Report

Description	The Organization and Group Goals report is an optional report that you can run before or after the goal measurement period. This report provides the Plan Goal Weights for the VC plan ID and period ID and a list of all organization and group weighted goals in the plan with their weighting percent and attainment percent.
Report ID	VC011
Type of Report	SQR
Parameters	VC plan ID, payout period ID
Source	RUNCTL_VC_REP
Source Records	PS_VC_PLAN_TBL, PS_VC_PLAN_EFFDT, PS_VC_ORG_GOAL, PS_VC_GRP_GOAL
Sorted By	Goal level, goal ID, group ID.

This report provides the following information:

- The Plan Goal Weights for the VC plan ID and period ID.
- A list of all organization weighted goals in the plan with their weighting percent and attainment percent.
- A list of all group weighted goals in the plan by group with their weighting percent and attainment percent.

If the group does not have goals, the report indicates that the child group's goals are the parent group's goals.



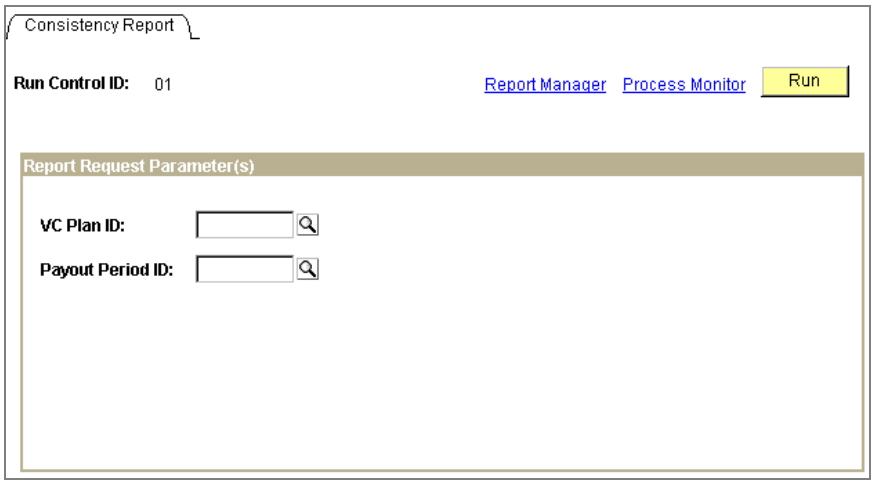
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Consistency Report

For prorated plans, the Consistency Report provides a list of employees who have fallen off a tree and the groups to which they belonged. The VC administrator or the employees' managers can use this information to ensure that these individuals get the appropriate awards.

Consistency Report Page

Usage	Use this run control page to run the Consistency report.
Navigation	**Compensate Employees, Manage Variable Compensation, Report, Consistency Report**
Access Requirements	Enter a Run Control ID.



Consistency Report page

The following fields are common to reports using the Runctl Vc Rep page and are defined at the front of this section in Standard Page Element Definitions for the RUNCTL_VC_REP Page: **Run Control ID, VC Plan ID,** and **Payout Period ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Consistency Report

Description	For prorated plans, the Consistency Report provides a list of employees

	who have fallen off a tree and the groups to which they belonged. The VC administrator or the employees' managers can use this information to ensure that these individuals get the appropriate awards.
Report ID	VC012
Type of Report	SQR
Parameters	VC plan ID, payout period ID
Source	RUNCTL_VC_REP
Source Records	VC_MEM_DATA, PS_PERSONAL_DATA, PS_GB_GROUP_TBL
Sorted By	group ID, employee ID



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Subscription Error Report

The VC administrator can run the Subscription Error report after receiving workflow email notification that an errored or rejected award has been returned from PeopleSoft Payroll for North America or PeopleSoft Stock Administration.

Subscription Error Report Page

Usage	Use this run control page to run the Subscription Error report.
Navigation	**Compensate Employees, Manage Variable Compensation, Report, Subscription Error Report**
Prerequisites	Plan setup complete Eligibility/Proration process run successfully Determine Allocations process run successfully Calculate Awards process run successfully Awards approved/submitted
Access Requirements	Enter a Run Control ID.



Subscription Error Report page

The following fields are common to reports using the Runctl Vc Rep page and are defined at the front of this section in Standard Page Element Definitions for the RUNCTL_VC_REP Page: **Run Control ID, VC Plan ID,** and **Payout Period ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Subscription Error Report

Description	The Subscription Error report identifies all individuals who have either an errored or rejected award for a VC plan ID and payout period ID.
Report ID	VC013
Type of Report	SQR
Parameters	VC plan ID, payout period ID
Source	RUNCTL_VC_REP
Source Records	PS_VC_PLAN_TBL, PS_VC_AWARD, PS_PERSONAL_DATA
Sorted By	group ID

This report identifies each individual who had either an errored or rejected award under the VC plan and payout period. For each errored or rejected award, the report identifies the employee, award value, award status, and the rejection reason (payroll only).

The following are the valid payroll rejection reason codes:

Invalid Earning Code (Invalid EC)

Invalid Employee ID & Record # (Invalid EE)

Invalid Currency Code (Invalid CC)

Transaction already exists (Tran exist)

Amount Exceeds Payroll Maximum (Exceed Max)

Reject All -Requested by VC (Reject All)

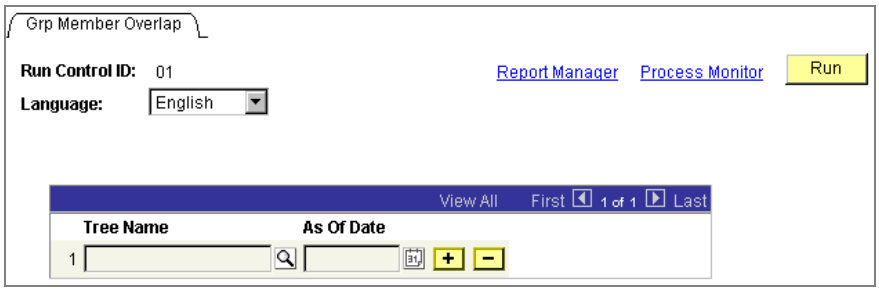
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

Generating the Tree Member Overlap Report

Use the Tree Member Overlap report to identify employees who exist multiple times on a tree so that you can validate or correct the group membership, as appropriate.

Tree Member Overlap Report Page

Usage	Use this run control page to run the Tree Member Overlap report.
Object Name	RUNCTL_VCP001
Navigation	**Compensate Employees, Manage Variable Compensation, Report, Tree Member Overlap, Runctl Vcp001**
Access Requirements	Enter a Run Control ID.



Tree Member Overlap Report page

The following fields are common to reports using the Runctl Vc Rep page and are defined at the front of this section in Standard Page Element Definitions for the RUNCTL_VC_REP Page: **Run Control ID.**

Language	Select the language in which you want the system to print the report.
Tree Name	Select the name of the tree for which you want to identify overlapping group memberships.
As of Date	Enter the date as of which you want to identify overlapping group memberships.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Tree Member Overlap Report

Description	The Tree Member Overlap report identifies employees who exist multiple times on a tree. Use the information to validate or correct the group membership, as appropriate.
Report ID	VCP001
Type of Report	Process Scheduler Job consisting of the AE program VC_VCP001 and the SQR VCP001
Parameters	Tree Name, As of Date
Source	RUNCTL_VCP001
Source Records	PSTREEDEFN, PSTREENODE, VC_PLAN_MEM
Sorted By	group ID, employee ID, name, job code



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation (for online users) or the *PeopleSoft HRMS Reporting Tools* (for hard copy users).

CHAPTER 16

Using Total Compensation Inquiries and Reports

This chapter discusses how to run the three available reports for Total Compensation: the Benefits Statement, the Employee Compensation report, and the Group Compensation report. In order to run the reports, you must have completed the steps in the Process Sequence.

There are three reports available:

- Employee Benefits Statement. This report offers a full listing of all compensation for each individual. This report is intended for distribution to employees: when printed, each individual's statement appears on a separate sheet.
- Employee Compensation Report. This report provides detailed information about each type of compensation for each individual within the groups that you specify.
- Group Compensation Report. This report contains one line of data for each individual compensation ID for the groups that you specify.

In addition to the three reports, the PeopleSoft Reporting Total Compensation module offers an inquiry page for you to view on-screen the results of the Employee Compensation report before printing. You can also access a page that enables you to launch Excel with the data from PeopleSoft Human Resources, so that you can view the data in a spreadsheet format.

The following sections discuss how to run each report.



For more information about reporting in general, see Introduction to PeopleSoft Reporting. For more information and a list of all PeopleSoft Human Resources reports, see List of Reports in PeopleSoft Human Resources.

List of Total Compensation Reports

Report Name	*Report ID*	*Location*	*Global or Local*
Total Compensation Statement	TC001	Compensate Employees, Report Total Compensation, Report	GBL
Group Summary Compensation	TC002	Compensate Employees, Report Total Compensation, Report	GBL

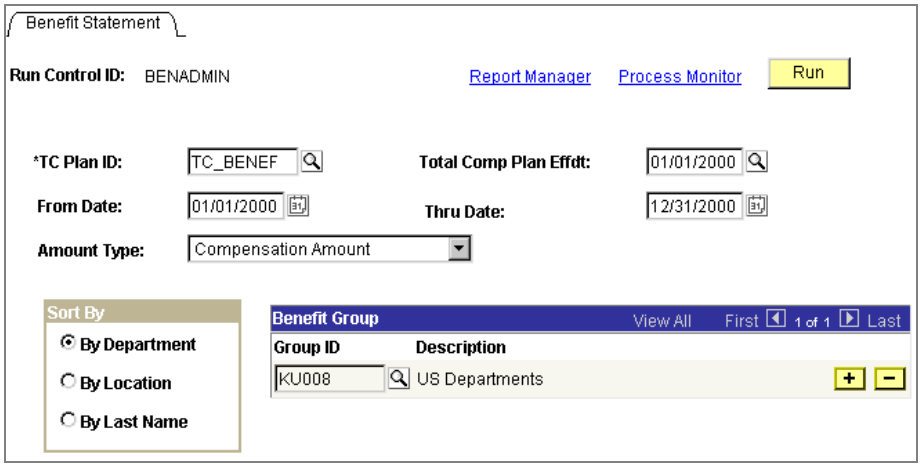
Report Name	*Report ID*	*Location*	*Global or Local*
Employee Compensation Report	TC003	Compensate Employees, Report Total Compensation, Report	GBL

Generating the Total Compensation Statement Report

Run the Total Compensation Statement report to retrieve a report that details an employee's total compensation package. Because this report can be distributed to employees, it prints each employee's information on a separate sheet of paper.

Employee Total Compensation – Benefits Statement Page

Usage	Use this page to obtain a Benefits Statement for employees. The report, which is meant for distribution to employees, prints each employee's information on a separate page.
Object Name	TC_BEN_RUN_CNTL
Navigation	**Compensate Employees, Report Total Compensation, Report, Employee Total Compensation, Benefit Statement**
Prerequisites	Run all the extracts discussed in Extracting Total Compensation Data.
Access Requirements	Enter a run control ID.



Employee Total Compensation – Benefits Statement page

User ID Your **User ID** is displayed.

Run Control ID The **Run Control ID** that you entered is displayed.

TC Plan ID (total compensation plan ID)	Select a **Plan ID** from the available options.
Total Comp Plan Effdt (total compensation plan effective date)	Select a **Total Comp Plan Effdt** from the available options.
From Date	Enter a **From Date.** You can select a period of time that is a subset of the specified period for this **Plan ID.**
Thru Date	Enter a **Thru Date.** You can select a period of time that is a subset of the specified period for this **Plan ID.**
Amount Type	Select an **Amount Type:** ***Compensation Amount, Payroll Amount, (None).***
Sort By	You can have the report sorted ***By Department, By Location,*** or ***By Last Name.***
Group ID	You can run this report on a subset of the groups specified for this **Plan ID.** Select the groups within the specified **Plan ID** for which you want to run this report.
Description	When you press TAB to move to this field, the **Group ID Description** is displayed.

Click **Run** to run this request. Process Scheduler runs the report at user-defined intervals.



For more information about the Process Scheduler, see Process Scheduler.

Total Compensation Statement Report

Description	This report captures the Total Compensation information for each employee as of a specified date. It includes either base pay or variable pay and data extracted from PeopleSoft HR and Benefits or data extracted from PeopleSoft Payroll (North American).
Report ID	TC001
Type of Report	SQR
Parameters	Total Compensation reporting plan, range of dates (From and Thru dates), Amount Type, Group ID
Source	TC_BEN_RUN_CNTL
Source	TC_EE_DETAIL, TC_COMP_DEFN, PERSONAL_DATA,

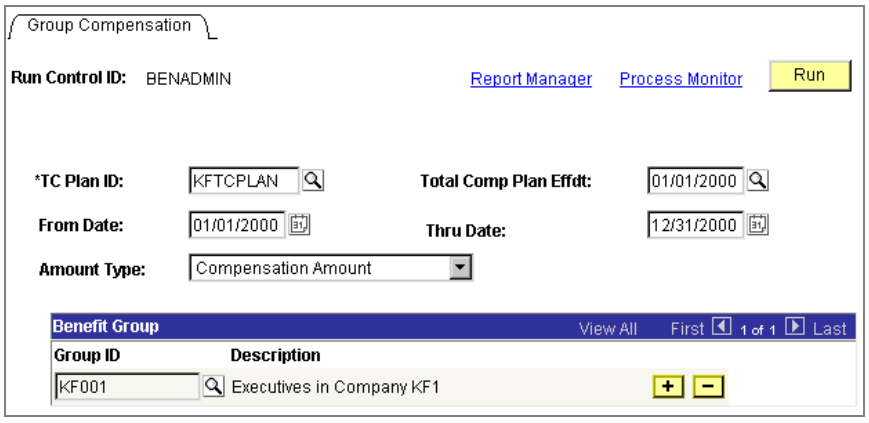
Records	TC_COMP_SOURCE
Sorted By	You have the option to sort by department, location, or last name.

Generating the Group Summary Compensation Report

The Group Compensation report sums up all total compensation information for employees in groups. Each comp ID that you've defined reports a value. For example, in your reporting plan, you've specified a group of five employees, and you've defined three comp IDs. The Group Compensation report gives three values, one for each comp ID. The values are summed for the group.

Group Summary Compensation Page

Usage	Use this page to run a report that sums all compensations for employees in groups.
Object Name	TC_GRP_RUN_CNTL
Navigation	• **Compensate Employees, Report Total Compensation, Report, Group Detail Compensation, Employee Compensation Report** • **Compensate Employees, Report Total Compensation, Report, Group Summary Compensation, Group Compensation**
Prerequisites	Run all the extracts discussed in Extracting Total Compensation Data.
Access Requirements	Enter a run control ID.



Group Compensation page

TC Plan ID Select a **Plan ID** from the available options.

Total Comp Plan Effdt Select a **Total Comp Plan Effdt** from the available options.

From Date	Enter a **From Date.** You can select a period of time that is a subset of the specified period for this **Plan ID.**
Thru Date	Enter a **Thru Date.** You can select a period of time that is a subset of the specified period for this **Plan ID.**
Amount Type	Select an **Amount Type:** ***Compensation Amount, Payroll Amount,*** and ***(None).*** These values refer to the data sources.
Group ID	You can run this report on a subset of the groups specified for this **Plan ID.** Select the groups within the specified **Plan ID** for which you want to run this report.
Description	When you press TAB to move to this field, the **Group ID Description** is displayed.

Click **Run** to run this request. Process Scheduler runs the report at user-defined intervals.



For more information about the Process Scheduler, see Process Scheduler.

Group Summary Compensation Report

Description	This report gives the sum of all compensation for groups.
Report ID	TC002
Type of Report	SQR
Parameters	Plan ID, TC Plan Effdt, From Date, Thru Date, Amount Type, Group ID
Source	TC_GRP_RUN_CNTL
Source Records	TC_EE_DETAIL
Sorted By	Group or Compensation ID

Generating the Employee Compensation Report

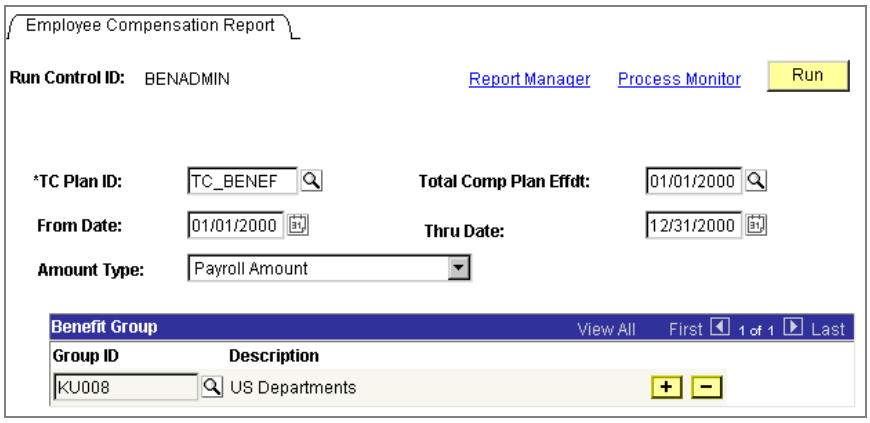
The Employee Compensation report provides a listing of all compensation IDs for employees in a group. Each comp ID that you've specified returns a value. For example, if you have a group of 15 employees, and have specified four comp IDs, the report returns four values for each of the 15 employees.

If you have entered ad-hoc awards directly in the TC warehouse, they will be reported on a separate page for each employee.

If you would like to check the results of the report before actually printing it, you can use the Employee Total Compensation Inquiry page. The Inquiry page writes the output to the screen.

Group Detail Compensation – Employee Compensation Report Page

Usage	Use this page to run a report that lists all compensation for employees within a group.
Object Name	TC_GRP_RUN_CNTL
Navigation	• **Compensate Employees, Report Total Compensation, Report, Group Detail Compensation, Employee Compensation Report** • **Compensate Employees, Report Total Compensation, Report, Group Summary Compensation, Group Compensation**
Prerequisites	Run all the extracts discussed in Extracting Total Compensation Data.
Access Requirements	Enter a run control ID.



Group Detail Compensation – Employee Compensation Report page

TC Plan ID Select a **Plan ID** from the available options.

Total Comp Plan Effdt Select a **Total Comp Plan Effdt** from the available options.

From Date Enter a **From Date.** You can select a period of time that is a subset of the specified period for this **Plan ID.**

Thru Date	Enter a **Thru Date.** You can select a period of time that is a subset of the specified period for this **Plan ID.**
Amount Type	Select an **Amount Type:** ***Compensation Amount, Payroll Amount,*** and ***(None).*** These values refer to the data sources.
Group ID	You can run this report on a subset of the groups specified for this **Plan ID.** Select the groups within the specified **Plan ID** for which you want to run this report.
Description	When you press TAB to move to this field, the **Group ID Description** is displayed.

Click **Run** to run this request. Process Scheduler runs the report at user-defined intervals.



For more information about the Process Scheduler, see Process Scheduler.

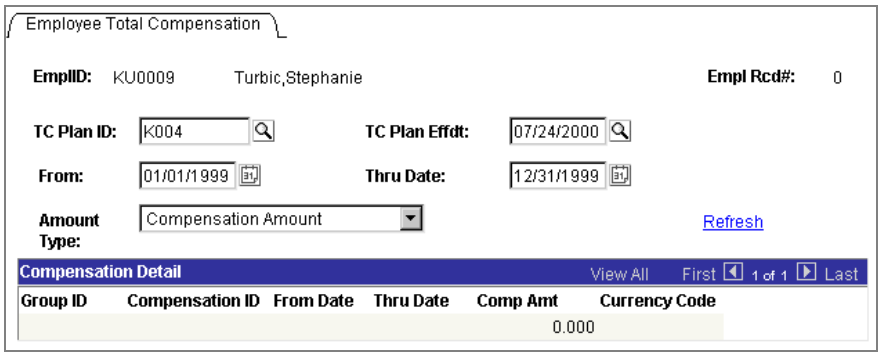
Employee Compensation Report

Description	Use this report to see all compensation for employees within a group.
Report ID	TC003
Type of Report	SQR
Parameters	Plan ID, Effective Date, From Date, Thru Date, Amount Type, Group ID
Source	TC_GRP_RUN_CNTL
Source Records	TC_EE_DETAIL
Sorted By	Group / Employee / Compensation ID

Employee Total Compensation Page

Usage	Use this page to see on-screen the compensation for all employees within the specified groups. This inquiry page gives the same results as the Employee Total Compensation report, except the output is to the screen.
Object Name	TC_EE_COMP
Navigation	**Compensate Employees, Report Total Compensation, Inquire, Employee Total Compensation, Employee Total Compensation**

Prerequisites	Run all the extracts discussed in Extracting Total Compensation Data.
Access Requirements	Enter an employee ID.



Employee Total Compensation page

EmplID (employee identification) — The employee ID that you entered is displayed.

Empl Rcd# (employee record number) — The **Employee Record** that you entered is displayed.

TC Plan ID — Select the **TC Plan ID** from the available options.

TC Plan Effdt — Select the **TC Plan Effective Date** from the available options.

From — Enter the **From** date for this inquiry. You can inquire on a subset of the plan's period.

Thru Date — Enter the **Thru Date** for this inquiry.

Amount Type — Select the **Amount Type** for this inquiry: ***Compensation Amount, Payroll Amount,*** and ***(None).*** These values refer to the data sources.

Compensation

This group box contains the employee's information, including **Group ID, Compensation ID, From Date, Thru Date, Comp Amt** (amount), and **Currency Code.**

Click the **Refresh** link when you've entered or modified one of the parameters to load the associated data onto the page.

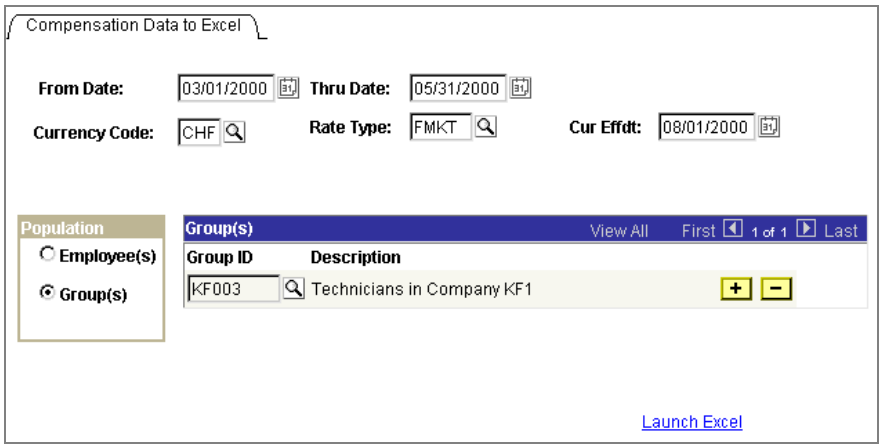
Viewing Compensation Data in Excel

The PeopleSoft Reporting Total Compensation module has a feature that enables you to view any information obtained from PeopleSoft Human Resources in Excel. The information extracted

from PeopleSoft Human Resources is one part of the total information needed for the other Total Compensation reports, but it's the only source used for this feature. You can't get Benefits or Payroll information with this feature.

Compensation Data to Excel Page

Usage	Use this page to launch Excel with information you've extracted from PeopleSoft Human Resources.
Object Name	TC_EXCEL_RUNCTL
Navigation	**Compensate Employees, Report Total Compensation, Inquire, Compensation Data to Excel, Compensation Data to Excel**
Prerequisites	Run all the extracts discussed in Extracting Total Compensation Data.
Access Requirements	Select the page name. Nothing is required to enter the page.



Compensation Data to Excel page

From Date Enter a **From Date.**

Thru Date Enter a **Thru Date.**

Currency Code Select a **Currency Code.**

Rate Type Select a **Rate Type.**

Cur Effdt (current effective date) Select a **Current Effective Date.**

Population

Select whether you want **Employee(s)** or **Group(s)** in the results.

Employee(s)

If you select **Employee(s)** in the **Population** group box, you can select one or more **EmplID** that you want in the results. The employee's **Name** is displayed after you select and ID.

Group(s)

If you select **Group(s)** in the **Population** group box, you can select one or more **Group ID** that you want in the results. The group's **Description** is displayed after you select and ID.

Click the **Launch Excel** link to launch Excel and have the data entered into a spreadsheet.

Technical Notes

When the Excel file is created, it is created and saved in the Default Log/Output directory on the server. In order to be able to view this on the client machine, the file needs to be FTP'd to the client. An FTP server needs to be set up that allows read/write access to the default log output directory being used.

A URL identifier needs to be created to give the client access to the file on the FTP server.

CHAPTER 17

Running Commitment Accounting Reports

This chapter explains how to generate PeopleSoft Commitment Accounting reports and details the output results of those reports. These reports enable you to better manage and track Commitment Accounting information.



For information about generating reports, see Introduction to PeopleSoft Reporting.
For a complete listing of all PeopleSoft Human Resources reports, see List of Reports in PeopleSoft Human Resources.

Generating the Department FTE Report

The Department FTE report captures the difference between FTE Caps and FTE actuals for each department. You enter a Department ID, From Date, Thru Date, and Output File. The report calculates, for all dates, the actual FTE count. This actual amount will be displayed along with the corresponding FTE cap as of that date.

Run Parameters Page

Usage	Use the Run Parameters page to run a Department FTE report.
Object Name	RUNCTL_FRMTHRU_DPT
Navigation	• **Define Business Rules, Define Commit Accounting(CAN), Report, Department FTE, Run Parameters** • **Define Business Rules, Define Commit Accounting(GBL), Report, Department FTE, Run Parameters** • **Define Business Rules, Define Commit Accounting(US), Report, Department FTE, Run Parameters**
Access Requirements	Enter a Run Control ID.



Run Parameters page

Department FTE Report Params (parameters)

SetID Enter the **SetID** of the department whose FTE budget data you are reporting on.

Department Enter the **Department** whose FTE budget data you are reporting on.

Start Date Enter the date from which you want the system to start reporting on this department's FTE budget.

End Date Enter the date through which you want the system to finish reporting on this department's FTE budget.

Output File Enter the file name you want the system to write the FTE budget data to.

Click **Run** to run this request. Process Scheduler runs the Employee Service Listing process at user-defined intervals.

For more information about Process Scheduler, see Process Scheduler.

Department FTE Report

Description	This SQR report captures the variance between FTE Caps and FTE actuals. You enter a Department ID, From Date, Thru Date, and Output File. The report calculates, for all dates, the actual FTE count. This actual amount will be displayed along with the corresponding FTE cap as of that date.
Report ID	BUD001
Type of	SQR

Report	
Parameters	Department, From Date, Thru Date, and Output File
Source	RUNCTL_FRMTHRU_DPT
Source Records	JOB_DATA, DEPT_BUDGET_FTE
Sorted By	Classification, Date



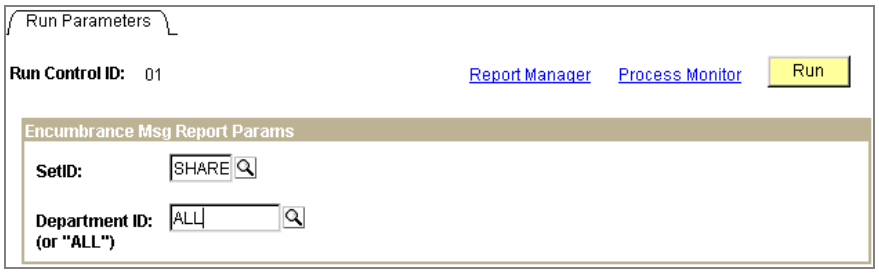
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the Encumbrance Messages Report

The Encumbrance Message report provides information on encumbrance processing error messages.

Run Parameters Page

Usage	Use the Run Parameters page to run an Encumbrance Message report.
Object Name	RUNCTL_BUD009
Navigation	• **Define Business Rules, Define Commit Accounting(CAN), Report, Encumbrance Messages, Run Parameters** • **Define Business Rules, Define Commit Accounting(GBL), Report, Encumbrance Messages, Run Parameters** • **Define Business Rules, Define Commit Accounting(US), Report, Encumbrance Messages, Run Parameters**
Prerequisites	You must have run the encumbrance processes.
Access Requirements	Enter a Run Control ID.



Run Parameters page

SetID Enter the **SetID** of the department(s) whose encumbrance messages you are reporting on.

Department ID (or "ALL") Enter the department ID whose encumbrance messages you are reporting on. Enter ALL to report on all departments in the selected **SetID**.

Click **Run** to run this request. Process Scheduler runs the Employee Service Listing process at user-defined intervals.

For more information about Process Scheduler, see Process Scheduler.

Encumbrance Messages Report

Description	This report provides information on encumbrance processing error messages.
Report ID	BUD009
Type of Report	SQR
Parameters	SetID, Department ID
Source	RUNCTL_BUD009
Source Records	ENCUMB_DEFN, ENC_MESSAGE_TBL
Sorted By	Department, Position Pool, Position, JobCode, Employee

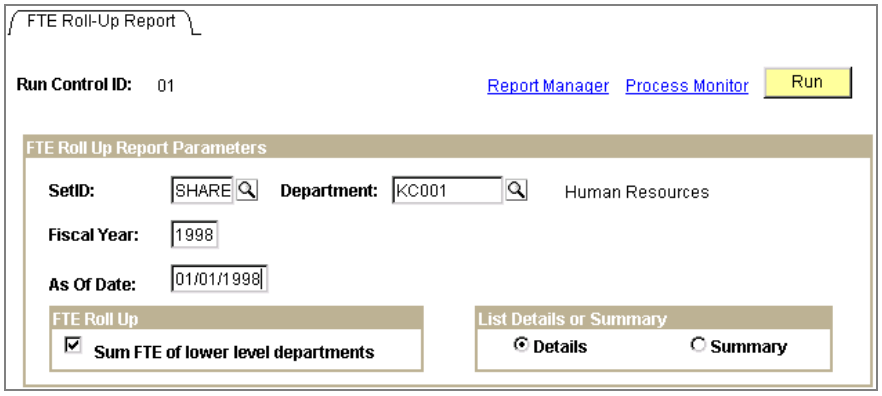
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the FTE Rollup Report

The FTE Rollup report provides a detailed listing of total filled and vacant FTE (Full Time Equivalent) counts by department.

FTE Rollup Report page

Usage	Use the FTE Roll-Up Report page to run an FTE Rollup report.
Object Name	RUNCTL_BUD012
Navigation	• **Define Business Rules, Define Commit Accounting(CAN), Report, FTE Roll-Up Report, FTE Roll-Up Report** • **Define Business Rules, Define Commit Accounting(GBL), Report, FTE Roll-Up Report, FTE Roll-Up Report** • **Define Business Rules, Define Commit Accounting(US), Report, FTE Roll-Up Report, FTE Roll-Up Report**
Access Requirements	Enter a Run Control ID



FTE Roll-Up Report page

FTE Roll Up Report Parameters

SetID Select the **SetID** of the **Department** whose FTE counts you want to report.

Department Select the **Department** whose FTE counts you want to report.

Fiscal Year Enter the **Fiscal Year** of the FTE counts you want to report.

As Of Date Enter the date as of which you want the system to gather FTE counts.

FTE Roll Up

Sum FTE of lower level departments Select this check box if you want the system to roll up the FTE counts of the departments that roll into the **Department** you selected above.

List Details or Summary

List Details or Summary Select this check box if want the FTE Rollup report to list ***Summary*** or ***Details*** information.

Click **Run** to run this request. Process Scheduler runs the Employee Service Listing process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

FTE Rollup Report

Description	This report provides a detailed listing of total filled and vacant FTE (Full Time Equivalent) counts by department.
Report ID	BUD012
Type of Report	SQR
Parameters	SetID, Department, Fiscal Year, As of Date
Source	RUNCTL_BUD012
Source Records	DEPT_BUDGET_FTE, JOB_DATA
Sorted By	Department Security Tree sequence (highest level first)



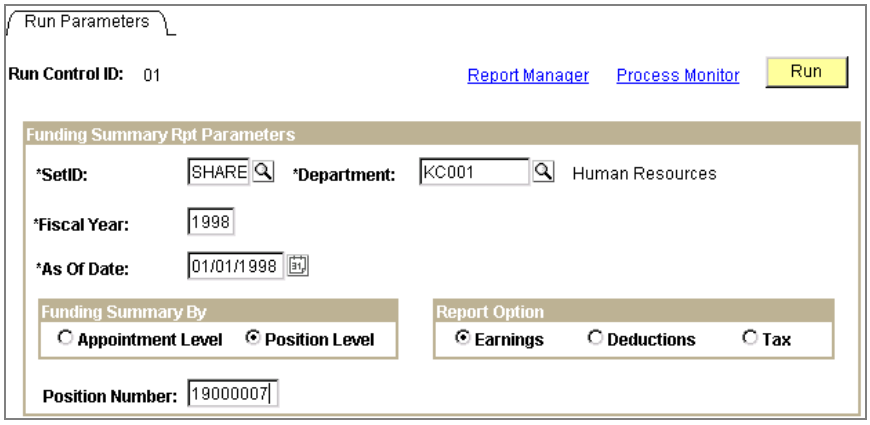
For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the Funding Summary Report

The Funding Summary report lists a summary of funding information for positions or employees within a department. This report can also print information about a specific position or employee when employee or position information is entered as a run control.

Run Parameters Page

Usage	Use the Run Parameters page to run a Funding Summary Report page.
Object Name	RUNCTL_BUD011
Navigation	• **Define Business Rules, Define Commit Accounting(CAN), Report, Funding Summary Report, Run Parameters** • **Define Business Rules, Define Commit Accounting(GBL), Report, Funding Summary Report, Run Parameters** • **Define Business Rules, Define Commit Accounting(US), Report, Funding Summary Report, Run Parameters**
Prerequisites	You must have set up funding information for the departments you are reporting on.
Access Requirements	Enter a Run Control ID.



Run Parameters page

Funding Summary Rpt (report) Parameters

SetID Enter the **SetID** of the department you are reporting on.

Department Enter the **Department** you are reporting on.

Fiscal Year Enter the **Fiscal Year** you want to report on.

As Of Date	Enter the date as of which you want the system to gather funding summary data.
Funding Summary By	Indicate if you want the funding summary to list information by ***Appointment Level*** or by ***Position Level***.
Report Option	Indicate if you want the report to summarize funding for ***Earnings***, ***Deductions***, or ***Tax***.
Position Number	If you want the system to report on the funding summary for a single position, enter the **Position Number** you want to report on.

Click **Run** to run this request. Process Scheduler runs the Employee Service Listing process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

Funding Summary Report

Description	This report lists a summary of funding information for positions or employees within a department. This report can also print information about a specific position or employee when employee or position information is entered as a run control.
Report ID	BUD011
Type of Report	SQR
Parameters	SetID, Department, Fiscal Year, As of Date, Position Number, Appointment Level or Position Level, Position Number (optional), Employee ID (optional), and Employee Record Number (optional). Report Options: Earnings, Deductions, or Taxes
Source	RUNCTL_BUD011
Source Records	POOL_TBL, DEPT_BUDGET_ERN, DEPT_BUDGET_DED, DEPT_BUDGET_TAX, JOB_DATA,
Sorted By	Position Number or Employee ID (depending on selection criteria).



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

CHAPTER 18

Reporting Regulations Reports

PeopleSoft 8 Human Resources Reporting Regulations provides a full compliment of reports to help you meet Canadian, French, UK, US, and US Federal reporting requirements.

In this section, we've listed the reports by name, and provided you with a description of each.



For more information about generating these reports, see Introduction to PeopleSoft Reporting. For a complete listing of all PeopleSoft Human Resources reports by report ID and report name, see List of Reports in PeopleSoft Human Resources.

List of Report Regulations Reports

Report Name	*Report ID*	*Location*	*Global or Local*
Adverse Impact	APP001	Monitor Workplace, Report Regulations (US), Report Monitor Workplace, Report Regulations (USF), Report	US, USF
Adverse Impact (UK)	APP001UK	Monitor Workplace, Report Regulations (UK), Report	UK
CPDF Error Report	FGHR019B	Monitor Workplace, Report Regulations (USF), Report	USF
Disability Report	DIS001	Monitor Workplace, Report Regulations (FRA), Report	FRA
EEO-1 Employer Information	PER016	Monitor Workplace, Report Regulations (US), Report	US
EEO-1 Job Analysis Report	PER017	Monitor Workplace, Report Regulations (US), Report	US
EEO-4 State and Local Govt.	PER031	Monitor Workplace, Report Regulations (US), Report	US
EEO-5 Job Analysis	PER022	Monitor Workplace, Report Regulations (US), Report	US
EEO Groups by PATCOB/POI	FGHR012A	Monitor Workplace, Report Regulations (USF), Report	USF

Report Name	*Report ID*	*Location*	*Global or Local*
EEO Groups by PATCOB/SubAgency	FGHR012B	Monitor Workplace, Report Regulations (USF), Report	USF
EEO Groups by Series/POI	FGHR014A	Monitor Workplace, Report Regulations (USF), Report	USF
EEO Groups by Series/SubAgency	FGHR014B	Monitor Workplace, Report Regulations (USF), Report	USF
Election Report	ELE001	Monitor Workplace, Monitor Elections (FRA), Report	FRA
Employee Survey Report	SOC001	Monitor Workplace, Report Regulations (FRA), Report	FRA
Employment Equity	PER101CN	Monitor Workplace, Report Regulations (CAN), Report	CAN
Job Group Analysis	PER024	Monitor Workplace, Report Regulations (US), Report	US
Job Group Analysis Summary	PER024A	Monitor Workplace, Report Regulations (US), Report	US
Job Group Movement Analysis	APP002	Monitor Workplace, Report Regulations (US), Report	US
Job Group Roster	PER030	Monitor Workplace, Report Regulations (UK), Report Monitor Workplace, Report Regulations (US), Report	UK, US
Joint Staffing Report	PER037UK	Monitor Workplace, Report Regulations (UK), Report	UK
IPEDS-S	PER040	Monitor Workplace, Report Regulations (US), Report	US
Monthly Workforce Report	REG001FR	Monitor Workplace, Report Regulations (FRA), Report	FRA
National Occupational Codes	PER716CN	Monitor Workplace, Report Regulations (CAN), Report	CAN
New Hire Reporting (also known as PRWORA – New Hire Report)	PER036 PER036S	Monitor Workplace, Report Regulations (US), Report Monitor Workplace, Report Regulations (USF), Report	US, USF
Northern Ireland Report	UKNI001	Monitor Workplace, Report Regulations (UK), Report	UK
Official Languages Requirements	PER102CN	Monitor Workplace, Report Regulations (CAN), Report	CAN

Report Name	*Report ID*	*Location*	*Global or Local*
	PER108CN		CAN
OSHA-200 Log	OHS001	Monitor Workplace, Report Regulations (US), Report Monitor Workplace, Report Regulations (USF), Report	US, USF
Pay Equity Table	PER715CN	Monitor Workplace, Report Regulations (CAN), Report	CAN
Personal Register	REG002FR	Monitor Workplace, Report Regulations (FRA), Report	FRA
SF113-A Report	FGSF113A	Monitor Workplace, Report Regulations (USF), Report	USF
SF113-G Report	FGSF113G	Monitor Workplace, Report Regulations (USF), Report	USF
Termination Analysis	PER019	Monitor Workplace, Report Regulations (US), Report	US
Termination Analysis	PER019UK	Monitor Workplace, Report Regulations (UK), Report	UK
Training Report 2483	TRN029	Monitor Workplace, Report Regulations (FRA), Report	FRA
VETS-100 by POI	FGHR013B	Monitor Workplace, Report Regulations (USF), Report	USF
VETS-100 by SubAgency	FGHR013A	Monitor Workplace, Report Regulations (USF), Report	USF
VETS-100 Process	PER027	Monitor Workplace, Report Regulations (US), Report	US
VETS-100 Analysis	PER027B	Monitor Workplace, Report Regulations (US), Report	US
VETS-100 Submit	PER027C	Monitor Workplace, Report Regulations (US), Report	US
Work Force Analysis	PER025	Monitor Workplace, Report Regulations (US), Report	US
Work Force Analysis	PER025UK	Monitor Workplace, Report Regulations (UK), Report	UK
Workforce by Nationality	REG003FR	Monitor Workplace, Report Regulations (FRA), Report	FRA

Canadian Regulatory Reports

This section describes the following Canadian reports that you can run from the Report Regulations (CAN) menu:

- Pay Equity Report
- National Occupation Codes Report
- Employment Equity Report
- Official Language Requirements Report

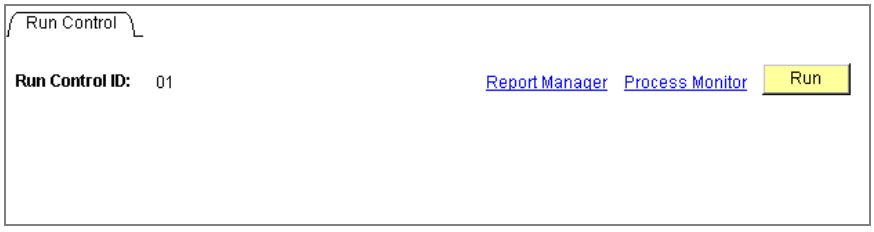
Generating the Pay Equity Table Report

The Canadian Pay Equity Table report lists the information in your Pay Equity Table.

For more information about setting up your Pay Equity Table, see Defining Canadian Pay Equity Criteria.

Pay Equity Table Page

Usage	Use this run control page to run the Canadian Pay Equity Table report.
Navigation	**Monitor Workplace, Report Regulations (CAN), Report, Pay Equity Table, Run Control**
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Pay Equity Table – Run Control page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Pay Equity Table Report

Description	This is a Canadian-specific report that lists the information in the Canadian Pay Equity Table. It contains job evaluation information related to the requirements of the Pay Equity Act such as skill, effort, responsibility, and working conditions in the form of points.
Report ID	PER715CN
Type of Report	Crystal
Parameters	None
Source	PRCSRUNCTL
Source Records	CAN_PAYEQ_TBL
Sorted By	Pay Equity Job Class, Effective Date

Generating the National Occupation Codes Report

The National Occupation Codes report lists the codes you have set up in your system.

For more information about the National Occupation Codes Table, see the Canadian Ntl Occ Class Table Page.

National Occupation Codes Page

Usage	Use this run control page to run the Canadian National Occupation Codes report.
Navigation	**Monitor Workplace, Report Regulations (CAN), Report, National Occupation Codes, Run Control**
Prerequisites	None
Access Requirements	Enter a Run Control ID.



National Occupation Codes – Run Control page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

National Occupation Codes Report

Description	This is a Canadian-specific report that lists the NOC codes used in categorizing your job codes to meet Canadian government reporting requirements.
Report ID	PER716CN
Type of Report	SQR
Parameters	None
Source	PRCSRUNCNTL
Source Records	CAN_NOC_TBL
Sorted By	National Occupation Group, National Occupation Code, Effective Date order

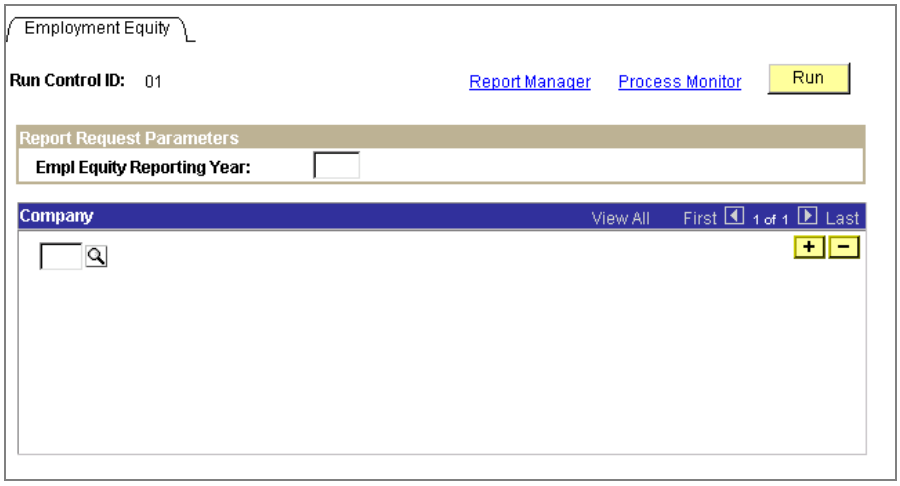
Generating the Employment Equity Report

The Employment Equity report creates an interface file that you export to the Canadian Employment Equity software.

For more information about how you meet Canadian employment equity requirements using PeopleSoft Human Resources, see Meeting Employment Equity Requirements.

Employment Equity Page

Usage	Use this run control page to run the Canadian Employment Equity report.
Object	RUNCTL_PER101CN
Navigation	**Monitor Workplace, Report Regulations (CAN), Report, Employment Equity, Employment Equity**
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Employment Equity page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

Empl Equity Reporting Year (employee equity reporting year) Enter the year for which you want to run the report.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Employment Equity Report

Description	This Canadian-specific report creates an interface file to export to

	Canadian Employment Equity software. The SQR retrieves employees who were active any time in the current year and reports on their JOB and EMPLOYMENT parameters. If an employee has multiple jobs, the SQR reports total salary and JOB parameters based on the following criteria: most recent active job, full-time job, job with the highest salary.
Report ID	PER101CN
Type of Report	SQR
Parameters	Year, Company
Source	RUNCTL_PER101CN
Sorted By	EmplID

Generating the Official Language Requirements Report

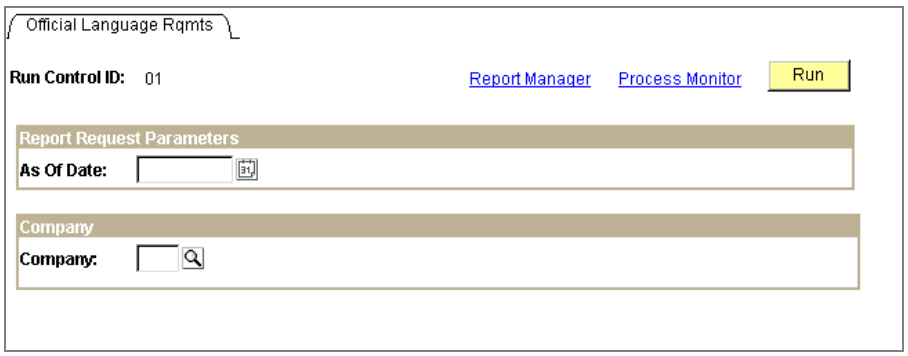
The Canadian Official Language Data File Report creates an import file used by the Official Languages Information System (OLIS II) software, required under federal legislation (OLA-The Official Languages Act) to report official languages information.



For more information about this how the report retrieves information, see Reporting on the Official Languages Act.

Official Language Reqmts Page

Usage	Use this run control page to run the Canadian Official Language Requirements report.
Object	RUNCTL_PER102CN
Navigation	**Monitor Workplace, Report Regulations (CAN), Report, Official Language Rqmts, Official Language Rqmts**
Prerequisites	None
Access Requirements	Enter a Run Control ID.



Official Language Requirements page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, As Of Date,** and **Company.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Official Language Requirements Report

Description	This Canadian-specific report serves as an interface to the Treasury Board Secretariat (TBS) related to the Official Languages Act required by federal institutions or other agencies in order to report language information. This interface is designed for tracking official language requirements in various work functions or groups. Sometimes in these groups, specific employees must be bilingual to satisfy bilingual requirements when dealing with the public. However, in an internal or central function, employees may not need to be bilingual if that need can be met by others in the same group. This report tracks the Official Language fields that are captured at the employee level on the Official Languages page and captures information about individual employees.
Report ID	PER102CN
Type of Report	SQR
Parameters	As Of Date, Company
Source	RUNCNTL_PER102CN

French Regulatory Reports

This section describes the following French reports that you can run from the Report Regulations (FRA) menu and the Monitor Elections (FRA) menu:

- Disability Report
- Employee Survey Report
- Training Report 2483
- Monthly Workforce Report
- Personal Register Report
- Workforce by Nationality Report
- Election Report

Generating the Disability Report

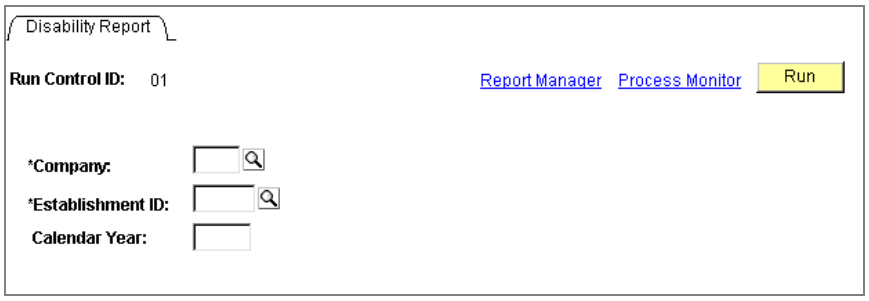
The French Disability Report (DIS001) provides you with tools to comply with governmental requirements for tracking your company's hiring of disabled persons.



For more information about this report, see Preparing the French Disability Report.

Disability Page

Usage	Use this run control page to run the French Disability report.
Object	RUNCTL_DIS001_FRA
Navigation	**Monitor Workplace, Report Regulations (FRA), Report, Disability Report, Disability Report**
Prerequisites	Before you run this report, you must first ensure that you have entered the correct codes in the INSEE Table and have the correct Disability Rate code in the External Variables Table.
Access Requirements	Enter a Run Control ID.



Disability Report page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

Establishment ID Select an **Establishment ID** from the list of establishments in the Establishment Table.

Calendar Year Enter the year you want the report to cover.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Disability Report

Description	This France-specific report is mandatory for all French companies with more than 20 employees. The Disability Report is produced annually and designed for the following functions: Calculating the theoretical number of disabled employees who should work for the company. Under French legislation, disabled employees should make up 6% of a reference population that is determined by excluding from the total population of the company any employees with a job code belonging to specific INSEE (French National Institute for Statistic and Economic Studies) categories of job codes. Listing all the disabled employees. This excludes certain employees such as Temps, Trainees, and Apprentices.
Report ID	DIS001
Type of Report	SQR
Parameters	Civil Year, Company, and Establishment.
Source	RUNCTL_DIS001_FRA

Source Records	PS_ESTAB_TBL, PS_JOBCODE_TBL, PS_JOB, PS_PERSONAL_DATA, PS_INSEE_TBL_FRA, PS_CONTRACT_DATA, PS_DEPT_TBL, PS_DISABILITY_FRA, PS_INSTALLATION, PS_EXT_PARM_FRA
Sorted By	None

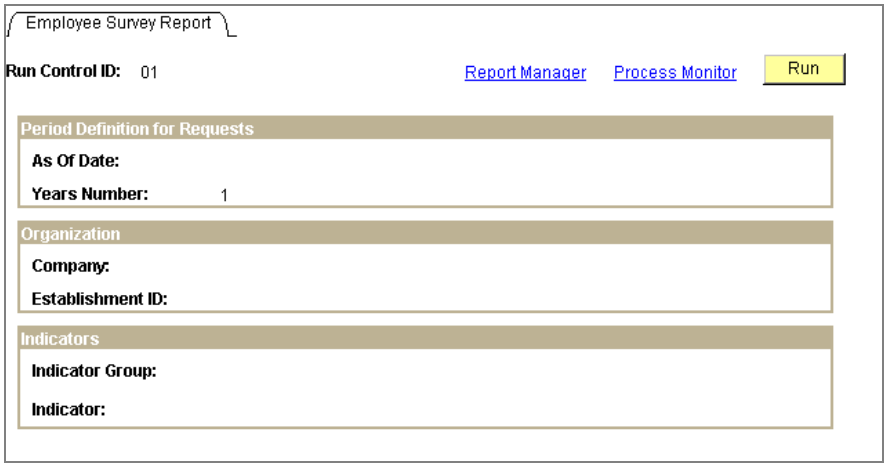
Generating the Employee Survey Report

The Employee Survey Report (Bilan Social) is a mandatory regulatory report required from employers with more than 200 employees.

For more information about the indicators provided in this report, see Setting Up Employee Survey Groups and Indicators.

Employee Survey Page

Usage	Use this run control page to run the French Employee Survey report.
Object	RUNCTL_SOC001
Navigation	**Monitor Workplace, Report Regulations (FRA), Report, Employee Survey Report, Employee Survey Report**
Prerequisites	Before running this report, you must: Run the process to calculate the Employee Survey indicators using the Compute Employee Survey – Employee Survey Parameters Page. Check the results of the calculation and update them, if necessary, on the Edit Employee Survey Page.
Access Requirements	Enter a Run Control ID.



Employee Survey Report page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

The fields on this page are set up when you run the Compute Employee Survey process.

For more information about these fields, see the Compute Employee Survey – Employee Survey Parameters Page.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Employee Survey Report

Description	This is a French specific report. The Employee Survey Report (Bilan Social) is a mandatory regulatory report that gives an annual snapshot of a company based on the calculation of several indicators, such as the number of employees in the organization and their average salary.
Report ID	SOC001
Type of Report	Crystal Report
Parameters	As of Date, Years Number, Company, Establishment ID, Indicator Group, Indicator
Source	RUNCTL_SOC001
Source Records	GROUP_SHEET_FRA , INDIC_SHEET_FRA, EDIT_SHEET_FRA
Sorted By	Employee Survey Indicator group, Employee Survey Indicator

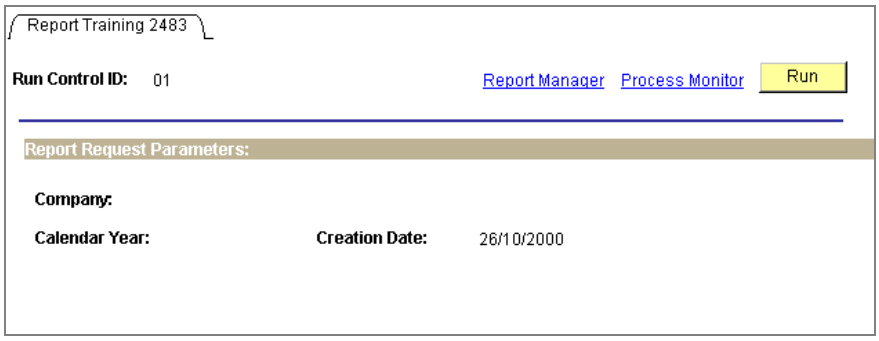
Generating the Training Report 2483

The Training Report 2483 (TRN029), or the Declaration 2483 Report, is a French regulatory report in which you declare what vocational training your company has provided to your employees. The report compiles information about the amount of money that your company has spent on training.

For more information about preparing this report, see Producing the French Training Report 2483.

Report Training 2483 Page

Usage	Use this run control page to run the French Training Report 2483.
Object	RUNCTL_TRN029
Navigation	**Develop Workforce, Administer Training (GBL), Report Lcl, FRA Training Report 2483, Report Training 2483** **Monitor Workplace, Report Regulations (FRA), Report, Training Report 2483, Report Training 2483**
Prerequisites	Before running this report, you must: 1. Run the Compute Training Report 2483 (DEC2483) process to calculate the indicators. 2. Check the results of the calculation and update them, if necessary, on the FRA Edit 2483 - Edit 2483 Page.
Access Requirements	Enter a Run Control ID.



Report Training 2483 page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

The fields on this page are set up when you run the Compute Training Report 2483 process.

For more information about these fields, see Running the Compute Training Report Process.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Training Report 2483

Description	The Training Report 2483 is a French regulatory report that is used to declare vocational training that your organization has provided to your employees. In France, organizations with more than 10 employees must provide detailed information on training policy for the organization for a given year through several indicators. This report compiles the results of the calculation of the 2483 indicators.
Report ID	TRN029
Type of Report	Crystal Report
Parameters	Company, Calendar Year, Creation Date
Source	RUNCTL_TRN029
Source Records	GROUP_2483_FRA, INDIC_2483_FRA, EDIT_2483_FRA
Sorted By	2483 Indicator group, 2483 Indicator

Generating the Monthly Workforce Report

The Monthly Workforce report lists the personnel changes for a given establishment of a company. Employees are included or excluded from the report according to their contract type and you can define which contract types to include in the report using the Contract Type Group page.

Monthly Workforce Report Page

Usage	Use the Monthly Workforce Report page to run the Monthly Workforce Report.
Object Name	RUNCTL_REG001_FRA
Navigation	**Monitor Workplace, Report Regulations (FRA), Report, Monthly Workforce Report, Monthly Workforce Report**
Prerequisites	Before you run this report, you must define which contract types to include in the report using the Contract Type Group Page.
Access Requirements	Enter the Run Control ID.



Monthly Workforce Report page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Company Select a **Company** from the list. Companies are set up in the Company Table.

Establishment ID Select an **Establishment ID** from the list. Establishments are set up in the Establishment Table.

Start Date Select a beginning date for the report time period.

End Date Select an ending date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Monthly Workforce Report

Description	This is a French-specific report. It is required for all organizations that employ 50 or more employees. The Monthly Workforce report lists the monthly personnel changes for a given establishment of a company. You can run the report for any given period of time defined by a start and end date. The report includes: The number of employees in the establishment at the beginning and at the end of the time period. The number of hires, terminations, and transfers for the included establishments. Employee information for hires, transfers, and terminations.
Report ID	REG001FR
Type of Report	SQR
Parameters	Company, Establishment, Start Date, End Date
Source	RUNCTL_REG001_FRA

Generating the Personal Register Report

The Personal Register is a listing of the employees for a given establishment within an organization. Organizations are required to report, on demand, all employees who are currently working or have worked for the organization within the past five years.

Personal Register Page

Usage	Use the Personal Register page to run the French Personal Register Report.
Object Name	RUNCTL_REG002_FRA
Navigation	**Monitor Workplace, Report Regulations (FRA), Report, Personal Register, Personal Register**
Access Requirements	Enter the Run Control ID.



Personal Register page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

Establishment ID Select an **Establishment ID** from the list. Establishments are set up in the French Establishment Table.

Start Date Select a beginning date for the report time period.

End Date Select an ending date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Personal Register Report

Description	The Personal Register report is a French-specific report that lists the employees for given establishments within an organization. You can run the report for a specific establishment within an organization or for all the establishments of an organization. This report lists employee information, such as name, nationality, gender, birth date, job description, professional qualifications, hire date, termination date, and additional comments about the employment category.
Report ID	REG002FR
Type of Report	SQR
Parameters	Company, Establishment, Start Date, End Date
Source	RUNCTL_REG002_FRA
Sorted By	Employee

Generating the Workforce by Nationality Report

The Workforce by Nationality report analyzes your foreign workforce and is required by the French Ministry of Labor.

Workforce by Nationality Page

Usage	Use this run control page to run the Monthly Workforce Report.
Object Name	RUNCTL_REG003_FRA
Navigation	**Monitor Workplace, Report Regulations (FRA), Report, Workforce by Nationality, Workforce By Nationality**
Access Requirements	Enter the Run Control ID.



Workforce by Nationality page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Company,** and **As Of Date.**

Company	Select a **Company** from the list. Companies are set up in the Company Table.
Establishment ID	Select an **Establishment ID** from the list. Establishments are set up in the Establishment Table.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Workforce by Nationality Report

Description	This is a French-specific report. It provides a comprehensive analysis of the foreign workforce employed in a company and is required by the French Ministry of Labor.
Report ID	REG003FR
Type of Report	SQR
Parameters	Company, Establishment, As of Date
Source	RUNCTL_REG003_FRA
Sorted By	The system produces three versions of the report sorted using the following criteria: Gender and professional qualific`ations. This report is based on all the employees in the company and lists the number of men and women in each professional category, such as nonqualified worker, technician, and manager. Age, gender, and nationality. This report lists all employees who don't have French citizenship sorted by nationality group. Each nationality is sorted by gender and age. Age and professional qualification. This report lists all employees who don't have French citizenship sorted by professional category. Each professional category is further sorted by nationality.

Generating the Election Report

The Election report provides the results of the staff representative elections for employees and management.

For more information about setting up election information, see Setting Up the Monitor Elections Business Process.

Election Page

Usage	Use this run control page to run the French Election Report.
Object Name	RUNCTL_ELE001
Navigation	**Monitor Workplace, Monitor Elections (FRA), Report, Election Report, Runctl Ele001**
Access Requirements	Enter the Run Control ID.



Election Report – Runctl Ele001 page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Company,** and **As Of Date.**

Establishment ID Select an **Establishment ID** from the list. Establishments are set up in the Establishment Table.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Election Report

Description	In France, companies with more than 11 employees must hold elections of Staff Representatives (Delegues du Personnel) who represent all the employees. A company with more than 50 employees must elect a Works Council (Comite d'Enterprise). The employer has to pay contributions to the Council, which represents the employees' interest when negotiating with representatives of the management. Normally, elections are every two years and follow a stringent procedure. This report shows the results of these elections.
Report ID	ELE001
Type of Report	Crystal Report
Parameters	Company, Establishment, As of Date
Source	RUNCTL_ELE001
Source Records	ELECTION_TBL, ELECT_GROUP, ELECTION_GR_TBL, ESTAB_TBL
Sorted By	Company, Establishment, Election Date, Election Type, Election Group, Election Round

UK Regulatory Reports

This section describes the following UK reports that you can run from the Report Regulations (UK) menu:

- Joint Staffing Report
- Northern Ireland Report
- UK Adverse Impact Report
- UK Termination Analysis Report
- UK Work Force Analysis Report
- Job Group Roster Report

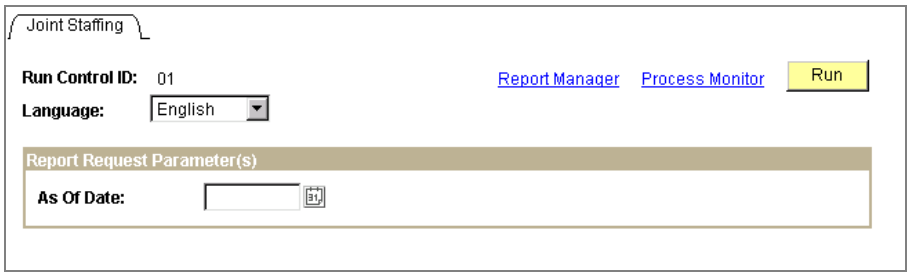
Generating the Joint Staffing Report

UK governmental agencies must submit the Joint Staffing Report - UK (PER037UK). Although it is designed primarily for government sector organizations, commercial organizations may use this report to provide a summary of their staffing.

For more information about setting up regulatory reporting, see Meeting Reporting Requirements for the United Kingdom.

Joint Staffing Page

Usage	Use this run control page to run the UK Joint Staffing Report.
Navigation	**Monitor Workplace, Report Regulations (UK), Report, Joint Staffing Report, Joint Staffing**
Access Requirements	Enter the Run Control ID.



Joint Staffing page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **As Of Date.**

Language The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Joint Staffing Report

Description	This is a UK-specific report. Government agencies and departments must submit this report, which gives a breakdown of your workforce by Job Code, Gender, and Full/Part-Time status.

Report ID	PER037UK
Type of Report	SQR
Parameters	As Of Date
Source	RUNCTL_ASOFDATE
Source Records	JOB, PERSONAL_DATA, DEPT_TBL
Sorted By	Department, EmplID

Generating the Northern Ireland Report

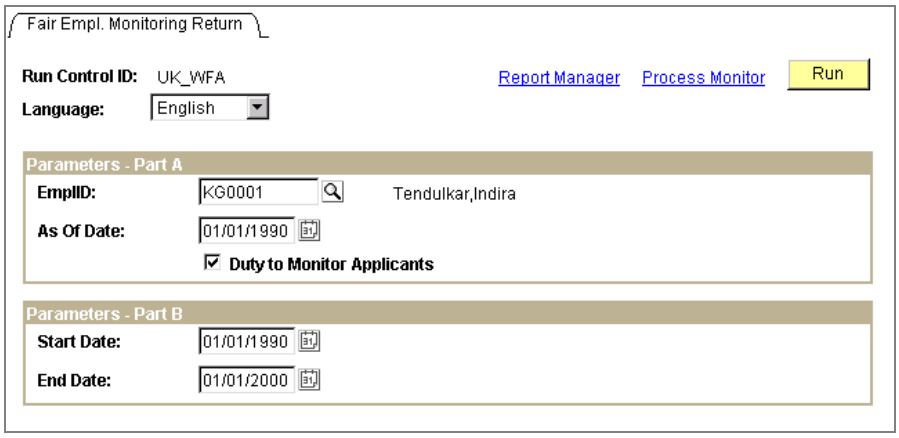
The Northern Ireland Report is required by the Fair Employment (Northern Ireland) Act of 1989. Private sector employers with locations in Northern Ireland and more than ten employees must submit the Northern Ireland report annually to the Fair Employment Commission. The SQR report indicates the religious composition (Community Background—*Catholic, Protestant, Other*) of the workforce, job applicants, and appointees.



For more information about setting up regulatory reporting, see Meeting Reporting Requirements for the United Kingdom.

Northern Ireland Report - Fair Empl Monitoring Return Page

Usage	Use this run control page to run the Northern Ireland Report. UK law requires that only a designated monitoring officer may access this information. To view Northern Ireland personal information, you must log in as an authorized user. We have included a special role (HR Administrator NI) for you to allocate to a user profile in the system to enforce these rules.
Object Name	RUNCTL_UKNI
Navigation	**Monitor Workplace, Report Regulations (UK), Report, Northern Ireland Report, Fair Empl. Monitoring Return**
Access Requirements	Enter the Run Control ID.



Northern Ireland Report – Fair Empl. Monitoring Return page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, EmplID,** and **As Of Date.**

Language The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Duty to Monitor Applicants Select the **Duty to Monitor Applicants** check box if your organization is legally required to report to the Fair Employment Commission.

Start Date Enter the start date for the report time period.

End Date Enter the end date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Northern Ireland Report

Description	This is a UK-specific report that reproduces the Monitoring Return, as required for organizations operating in Northern Ireland, according to the Fair Employment Act (Northern Ireland) of 1989. The format of the report emulates the actual Monitoring Return.
Report ID	UKNI001
Type of Report	SQR

Parameters	Start Date, End Date
Source	RUNCTL_UKNI
Source Records	LOCATION_TBL, JOB, JOBCODE_TBL, PERSONAL_DATA, DIVERSITY, XLATTABLE
Sorted By	EmplID

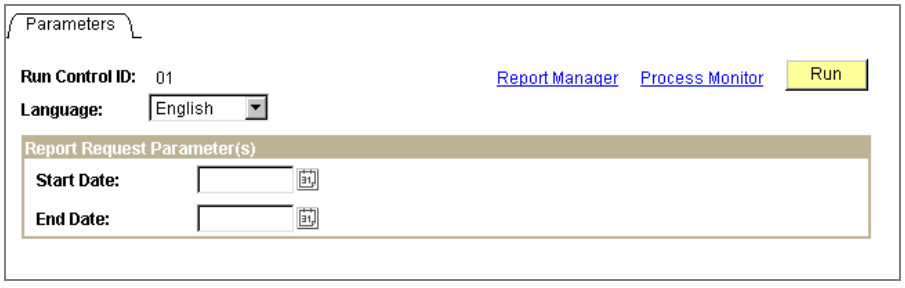
Generating the UK Adverse Impact Report

The UK Adverse Impact report provides information on your recruitment and hiring practices to help you determine whether the hiring practices within your organization are influenced by ethnicity or gender.

For more information about setting up regulatory reporting, see Meeting Reporting Requirements for the United Kingdom.

Adverse Impact Page

Usage	Use this run control page to run the UK Adverse Impact Report.
Navigation	**Monitor Workplace, Report Regulations (UK), Report, Adverse Impact Report, Parameters**
Access Requirements	Enter the Run Control ID.



Adverse Impact – Parameters page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Language The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Start Date	Enter the start date for the report time period.
End Date	Enter the end date for the report time period.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Adverse Impact Report

Description	This is a UK-specific version of the APP001 Adverse Impact Report. It shows the breakdown of job offers versus applications by UK-specific ethnic groups and by gender. The report details the number of job hires, hiring totals, and ethnic and gender group ratios.
Report ID	APP011UK
Type of Report	SQR
Parameters	Start Date, End Date.
Source	RUNCTL_FROMTHRU
Source Records	PERSONAL_DATA, APPLICATN_DATA, DIVERSITY
Sorted By	EmplID

Generating the UK Termination Analysis Report

The UK Termination Analysis report provides an analysis of your current employee count and the number of terminations with a specified period.

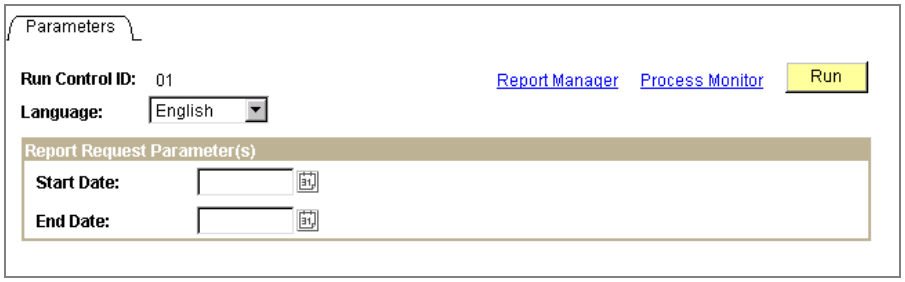


For more information about setting up regulatory reporting, see Meeting Reporting Requirements for the United Kingdom.

Termination Analysis Page

Usage	Use this run control page to run the UK Termination Analysis Report.
Navigation	**Monitor Workplace, Report Regulations (UK), Report, Termination**

	Analysis, Parameters
Access Requirements	Enter the Run Control ID.



Termination Analysis Report – Parameters page

The following element is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Language The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Start Date Enter the start date for the report time period.

End Date Enter the end date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Termination Analysis Report

Description	This is a UK-specific version of the Termination Analysis report (PER019). It shows the current employee count and the number of terminations. The pre-determined criteria are by age, years of service, gender, and ethnicity. The report counts employees in each group, counts terminations, and expresses both counts as a percentage of the total population of active employees.
Report ID	PER019UK
Type of Report	SQR
Parameters	Start Date, End Date

Source	RUNCTL_FROMTHRU
Source Records	PERSONAL_DATA, EMPLOYMENT, DIVERSITY, XLATTABLE
Sorted By	EmplID

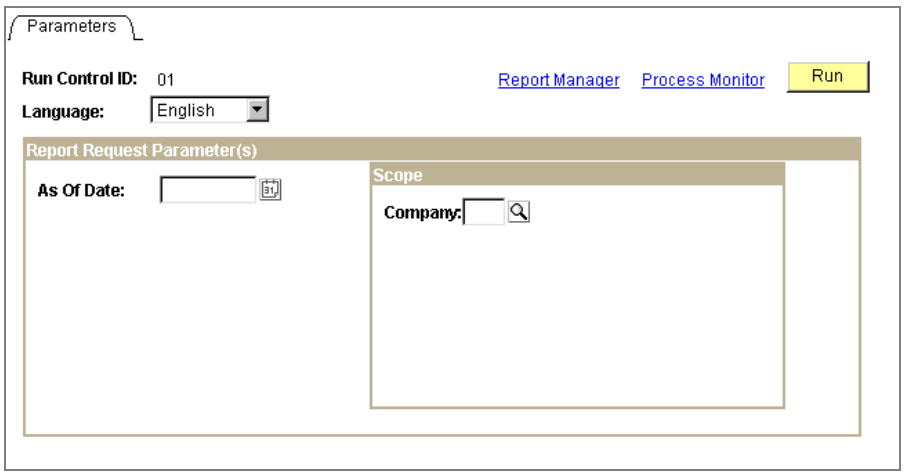
Generating the UK Work Force Analysis Report

The UK Work Force Analysis report tracks hiring practices within your organization. Use it to analyze patterns of discrimination in hiring practices.

For more information about setting up regulatory reporting, see Meeting Reporting Requirements for the United Kingdom.

Work Force Analysis Page

Usage	Use this run control page to run the UK Work Force Analysis Report.
Object Name	RUNCTL_PER025UK
Navigation	**Monitor Workplace, Report Regulations (UK), Report, Work Force Analysis, Parameters**
Access Requirements	Enter the Run Control ID.



Work Force Analysis – Parameters page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, As Of Date,** and **Company.**

Language	The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Work Force Analysis Report

Description	This is a UK-specific version of the Work Force Analysis report (PER025). It tracks hiring practices by department, or other organizational units, based on job titles in the department. It includes the salary grade assigned to the title and the total number of employees and minorities who hold the title, and the total minorities as a percentage of the total employees.
Report ID	PER025UK
Type of Report	SQR
Parameters	As Of Date, Company
Source	RUNCTL_PER025UK
Source Records	PERSONAL_DATA, EMPLOYMENT, JOB, JOBCODE_TBL, SAL_GRADE_TBL, XLATTABLE
Sorted By	EmplID

Generating the Job Group Roster Report

The Job Group Roster Report lists your employees according to job group.

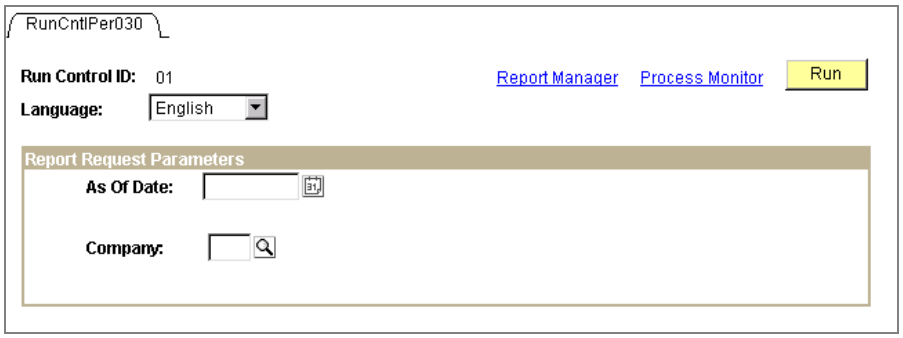


For more information about setting up regulatory reporting, see Meeting Reporting Requirements for the United Kingdom.

Job Group Roster Page

Usage	Use this run control page to run the UK Job Group Roster Report.
Object Name	RUNCTL_PER030UK
Navigation	**Monitor Workplace, Report Regulations (UK), Report, Job Group**

	Roster, RunCntl Per030
Access Requirements	Enter the Run Control ID.



Job Group Roster – RunCntlPer030 page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, As Of Date,** and **Company.**

Language The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Job Group Roster Report

Description	The Job Group Roster report lists your employees in job groups, in job title order. It includes the ethnic background and the current salary information of each employee.
Report ID	PER030UK
Type of Report	SQR
Parameters	As Of Date, Company
Source	RUNCTL_PER030UK
Sorted By	Job Group, Job Title, EmplID

US Regulatory Reports

This section describes the US reports that you can run from the Report Regulations (US) menu.

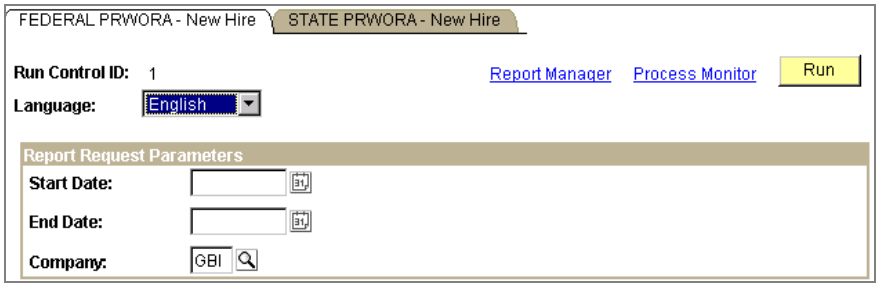
Generating the PRWORA – New Hire Report

The Personal Responsibility and Work Opportunity Act of 1996 (the so-called "Deadbeat Parents" law) requires employers to report new hires to specified agencies within a pre-determined number of days from the hire date. PeopleSoft Human Resources provides two reports:

- A Federal report (PER036) for reporting to the federal government.
- A State report (PER036_S) for reporting to the State Directory of New Hires.

Federal PRWORA – New Hire Page

Usage	Use this run control page to run the Federal PRWORA – New Hire report, which provides the information employers must furnish to the Federal Directory of New Hires after hiring a new employee.
Object Name	RUNCTL_PER036
Navigation	• **Monitor Workplace, Report Regulations (US), Report, PRWORA - New Hire, FEDERAL PRWORA - New Hire** • **Monitor Workplace, Report Regulations (USF), Report, New Hire Reporting, FEDERAL PRWORA - New Hire**
Prerequisites	You must have hired employees before you run this report.
Access Requirements	Enter a Run Control ID.



Federal PRWORA – New Hire page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

Language	The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.
Start Date	Enter the start date for the report time period.
End Date	Enter the end date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

State PRWORA – New Hire Page

Usage	Use the State PRWORA – New Hire page to run the State PRWORA – New Hire Report, which provides the information employers must furnish to the State Directory of New Hires after hiring a new employee.
Object Name	RUNCTL_PER036_S
Navigation	• **Monitor Workplace, Report Regulations (US), Report, PRWORA - New Hire, STATE PRWORA - New Hire** • **Monitor Workplace, Report Regulations (USF), Report, New Hire Reporting, STATE PRWORA - New Hire**
Prerequisites	You must have hired employees before you run this report.
Access Requirements	Enter a Run Control ID.



PRWORA – New Hire - State PRWORA – New Hire page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

Language	The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.
Single State Reporting for Multi-State Employers	Select this check box if you want to create separate reports for each state where you do business.
State	Select the US state you want the report to cover.
Start Date	Enter the start date for the report time period.
End Date	Enter the end date for the report time period.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Federal PRWORA – New Hire Report

Description	This report provides the information employers must furnish to the Federal Directory of New Hires after hiring a new employee.
Report ID	PER036
Type of Report	SQR
Parameters	Language, Start Date, End Date, Company
Source	RUNCTL_PER036
Sorted By	Employee name, employee's social security number, employer's name, employer's address, and employer's identification number.

State PRWORA – New Hire Report

Description	This report provides the information employers must furnish to the State Directory of New Hires after hiring a new employee.
Report ID	PER036_S
Type of Report	SQR

Parameters	Language, Single-State Reporting for Multi-State Employers, State, Start Date, End Date, Company
Source	RUNCTL_PER036_S
Sorted By	Employee name, employee's social security number, employer's name, employer's address, and employer's identification number.

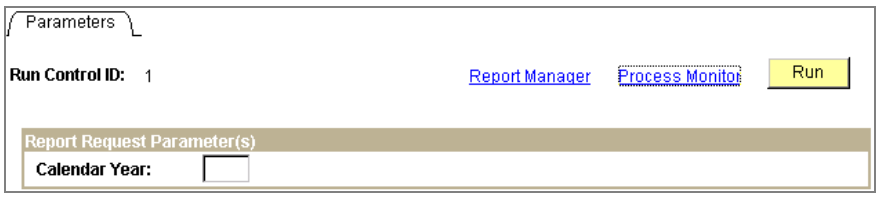
Generating the OSHA-200 Log Report

The OSHA-200 Log provides information required by the Occupational Safety and Health Administration (OSHA).

For more information about reporting to the U.S. Occupational Safety and Health Administration, see Reporting Health and Safety Data.

OSHA-200 Log Page

Usage	Use the OSHA-200 Log page to run the OSHA-200 Occupational Injury/Illness Log.
Object Name	RUNCTL_CALENDARYR
Navigation	• **Monitor Workplace, Report Regulations (US), Report, OSHA-200 Log, Parameters** • **Monitor Workplace, Report Regulations (USF), Report, OSHA-200 Log, Parameters**
Access Requirements	Enter a Run Control ID.



OSHA-200 Log – Parameters page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Calendar Year Enter the year for which you want to run this report.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

OSHA-200 Log Report

Description	The OSHA-200 Occupational Injury/Illness Log meets requirements for reporting occupational injuries and illnesses to the Occupational Safety and Health Administration (OSHA). It lists the case numbers and details of each injury and illness that occurred during a particular calendar year.
Report ID	OHS001
Type of Report	SQR
Parameters	Calendar Year
Source	RUNCTL_CALENDARYR
Sorted By	

Generating the Adverse Impact Report

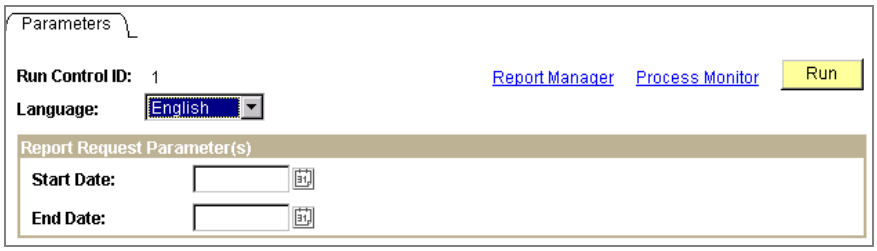
The US Adverse Impact Report (APP001) provides information on recruitment and hiring practices to help the U.S. Government determine whether certain actions by an employer are influenced by ethnicity, sex, or other Equal Employment Opportunity (EEO) and Affirmative Action (AA) issues.



For more information about setting up your system for EEO and AA reporting, see Reporting on U.S. Affirmative Action Requirements.

Adverse Impact – Parameters Page

Usage	Use this run control page to run the Adverse Impact report.
Navigation	• **Monitor Workplace, Report Regulations (UK), Report, Adverse Impact Report, Parameters** • **Monitor Workplace, Report Regulations (US), Report, Adverse Impact, Parameters** • **Monitor Workplace, Report Regulations (USF), Report, Adverse Impact, Parameters**
Access Requirements	Enter a Run Control ID.



Adverse Impact - Parameters page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID**.

Language The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Start Date Enter the start date for the report.

End Date Enter the end date for the report.

The Adverse Impact Report includes only those individuals for whom the applicable job actions were recorded between the **Start Date** and **End Date** you specify on this page.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Adverse Impact Report

Description	The Adverse Impact Report selects individuals based on specific job actions: hires, promotions, transfers, and terminations. In addition to the individuals with applicable job actions within your specified date range, the report provides a total number of employees. This total includes all employees as of the End Date**,** regardless of the Start Date.
Report ID	APP001
Type of Report	SQR
Parameters	Language, Start Date, End Date
Source	RUNCTL_FROMTHRU

Generating the Job Group Movement Analysis Report

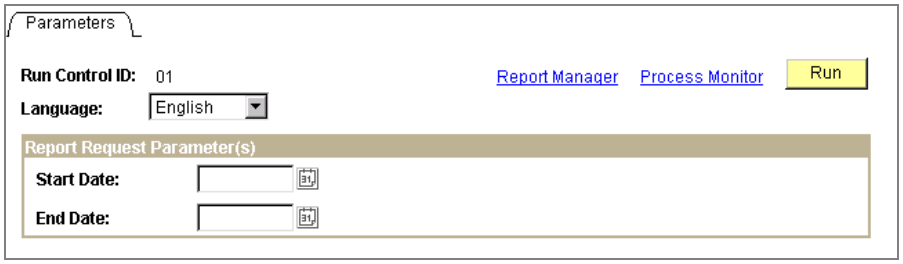
The Job Group Movement Analysis report helps you analyze which gender and ethnic groups are moving in and out of your organization or are offered opportunities to advance. Use this report to

track how employees move through career progressions within your company, especially if you are initiating or complying with affirmative action plans.

For more information about recording information for applicants, see Entering Required Data for Recruit Workforce Applicants.

Job Group Movement Analysis – Parameters Page

Usage	Use the Job Group Movement Analysis – Parameters page to generate the Job Group Movement Analysis report.
Navigation	**Monitor Workplace, Report Regulations (US), Report, Job Group Movement Analysis, Parameters**
Access Requirements	Enter a Run Control ID.



Job Group Movement Analysis – Parameters page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Language The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Start Date Enter the start date for the report time period.

End Date Enter the end date for the report time period.

The Job Group Movement Analysis report includes only individuals for whom the applicable job actions were recorded between the **Start Date** and **End Date** you specify on this page. The report also provides a total number of employees which includes all employees as of the **End Date,** regardless of the **Start Date.**

Click **Process Request** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Job Group Movement Analysis Report

Description	The Job Group Movement Analysis report reports on individuals based on the same job actions as previously described for the Adverse Impact report—promotions, transfers, and terminations—but also includes applications and offers. It shows the number of people by ethnic group and gender being affected by specific personnel actions in each job group. The report provides information for specific job groups and then summarizes the data for the entire company.
Report ID	APP002
Type of Report	SQR
Parameters	Language, Start Date, End Date, Establishment ID, Company
Source	RUNCTL_FROMTHRU
Sorted By	Gender, Ethnic Group

Generating the VETS-100 Report

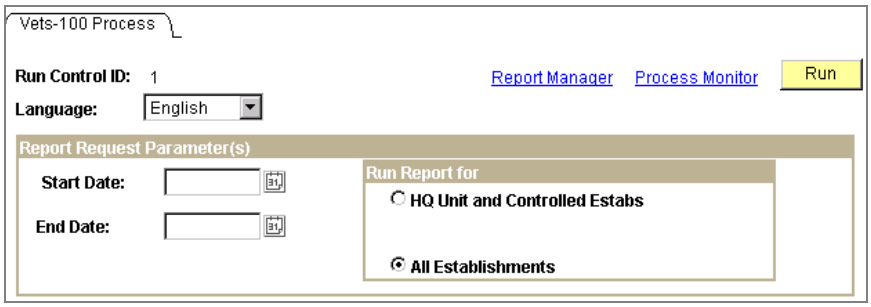
Under the Uniformed Services Employment and Reemployment Rights Act of 1994, certain employers must submit the VETS-100 Report (Veterans Employment and Training Service-100 Report) as part of the Federal Contractor Program. Use this report if your organization is required to submit the report to the Department of Labor every year.

For more information about setting up VETS-100 reporting, see Preparing the VETS-100 Federal Contractor Report.

VETS-100 Process Page

Usage	Use this run control page to specify the reporting period for your report and run the SQR. Use the output to prepare your VETS-100 hard copy report for the U.S. Government.
Object Name	RUNCTL_PER027
Navigation	• **Monitor Workplace, Report Regulations (US), Report, VETS-100 Process, Vets-100 Process** • **Monitor Workplace, Report Regulations (USF), Report, VETS-**

	100 Federal Contractor, Vets-100 Process
Access Requirements	Enter a Run Control ID.



VETS-100 Process page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date Enter a start date for the report time period.

End Date Enter an end date for the report time period.

Run Report for

Select **HQ Unit and Controlled Estabs** (Establishments) to run the report for the headquarters of your organization and any organizations that it controls. Select the establishment from the establishments in the Establishment Table.

Select **All Establishments** to run the report for all establishments in your organization.

Click the **Run** button to run the report SQR using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

When you run the report SQR, the system looks for employees hired between the start and end dates you specify. If an employee has more than one active job, the system selects only the primary job. Then, for each EEO-1 Job Category, the system calculates the total number of employees, the number of special disabled veterans, and the number of Vietnam Era veterans who are newly hired during the reporting period, and uses this data to populate the report.

VETS-100 Report

Description	The VETS–100 Federal Contractor report lists federal job classifications and the number of employees and new hires in the last 12 months who are special disabled veterans or Vietnam era veterans. It provides totals

	for each job classification of both veterans and non-veterans who hold these jobs. The federal government specifies the format for this report. The system produces two files: a .lis file and an ASCII file. These files contain the same basic report information in two different formats. For more information about these output files, see "Reporting on U.S. Affirmative Action Requirements".
Report ID	PER027
Type of Report	SQR
Parameters	Language, Start Date, End Date, Establishment
Source	RUNCTL_FROMTHRU
Sorted By	

Generating the EEO-1 Employer Information Report

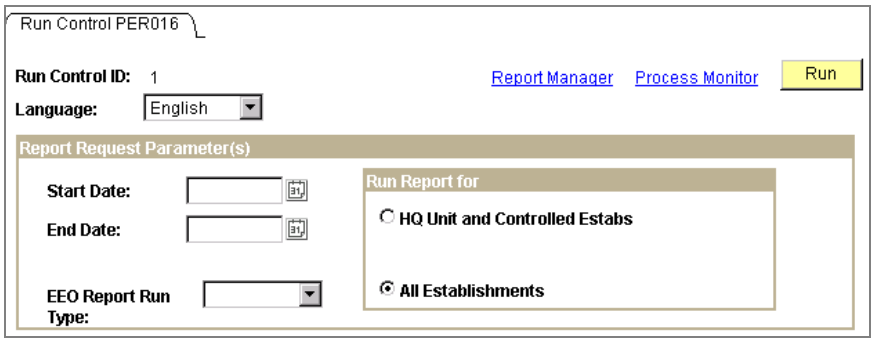
The U.S. EEOC (Equal Employment Opportunity Commission) requires that most organizations file one or more reports from the series EEO-1 through EEO-9. EEO-1 provides EEO information on private organizations. It is the most commonly used report in the series.



For more information about setting up your system for EEO and AA reporting, see Reporting on U.S. Affirmative Action Requirements.

EEO-1 Employer Information – Run Control PER016 Page

Usage	Use this run control page to generate the EEO-1 Employer Information Report.
Object Name	RUNCTL_PER016
Navigation	**Monitor Workplace, Report Regulations (US), Report, EEO-1 Employer Information, Employer Information**
Access Requirements	Enter a Run Control ID.



EEO-1 Employer Information – Run Control PER016 page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Language The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Start Date Enter the start date for the report time period.

End Date Enter the end date for the report time period.

EEO Report Run Type Select a type from the available options.

Run Report for

Select **HQ Unit and Controlled Estabs** (Establishments) to run the report for the headquarters of your organization and any organizations that it controls. Select the establishment from the establishments in the Establishment Table.

Select **All Establishments** to run the report for all establishments in your organization.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

EEO-1 Employer Information Report

Description	The EEO-1 Employer Information report provides government-required EEO information on private organizations.
Report ID	PER016
Type of Report	SQR

Parameters	Start Date, End Date, EEO Report Run Type
Source	RUNCTL_PER016
Sorted By	

Generating the EEO-1 Job Analysis Report

The U.S. EEOC (Equal Employment Opportunity Commission) requires that most organizations file one or more reports from the series EEO-1 through EEO-9. EEO-1 Job Analysis supplies standard job category counts for the private sector.

For more information about setting up your system for EEO and AA reporting, see Reporting on U.S. Affirmative Action Requirements.

EEO-1 Job Analysis Report – Run Control PER017 Page

Usage	Use this run control page to generate the EEO-1 Job Analysis report.
Object Name	RUNCTL_PER017
Navigation	**Monitor Workplace, Report Regulations (US), Report, EEO-1 Job Analysis Report, Job Analysis Report**
Access Requirements	Enter a Run Control ID.



EEO-1 Job Analysis Report – Run-Control PER017 page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **As Of Date.**

Language	The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.
Also output CSV file	Select this check box to print the CSV file along with the EEO-1 Job Analysis Report.
Output Column Headers	The system makes the **Output Column Headers** check box available if you select the previous check box. Select **Output Column Headers** if you want your CSV file to include column headings.

Run Report for

Select one of the following options to determine which company and establishments to include in the report.

Select **Establishments in Company** to run the report for all establishments in a particular company. Select the company code from the companies set up in your Company Table.

Select **Establishment** to run the report for a particular establishment. Select the Establishment code from the establishments in the Establishment Table.

Select **HQ Unit and Controlled Estabs** (Establishments) to run the report for the headquarters of your organization and any organizations that it controls. Select the establishment from the establishments in the Establishment Table.

Select **All Establishments** to run the report for all establishments in your organization.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

EEO-1 Job Analysis Report

Description	The EEO-1 Job Analysis report supplies standard job category counts instead of employee counts for the private sector.
Report ID	PER017
Type of Report	SQR
Parameters	Language, As of Date, Company or Establishment ID
Source	RUNCTL_PER017
Sorted By	

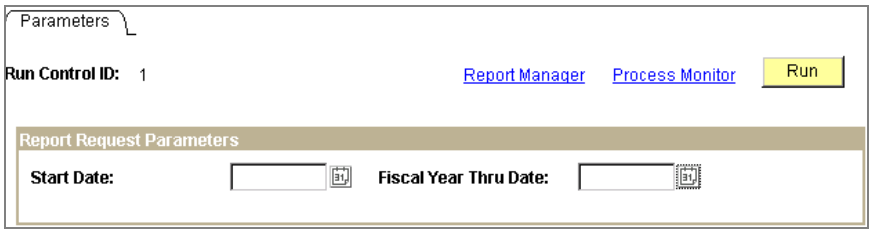
Generating the EEO-4 State and Local Government Report

The U.S. EEOC (Equal Employment Opportunity Commission) requires that most organizations file one or more reports from the series EEO-1 through EEO-9. The EEO-4 State and Local Government report provides employment counts for state and local governments.

For more information about setting up your system for EEO and AA reporting, see Reporting on U.S. Affirmative Action Requirements.

EEO-4 State and Local Govt (Government) – Parameters Page

Usage	Use this run control page to generate the EEO-4 State and Local Government report.
Object Name	RUNCTL_PER031
Navigation	**Monitor Workplace, Report Regulations (US), Report, EEO-4 State and Local Govt, Parameters**
Access Requirements	Enter a Run Control ID.



EEO-4 State and Local Govt – Parameters page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Start Date Enter the start date for the report time period.

Fiscal Year Thru Date Enter the end date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

EEO-4 State and Local Govt (Government) Report

Description	The EEO-4 State and Local Government Information report provides employment counts in the prescribed format for state and local

	governments.
Report ID	PER031
Type of Report	SQR
Parameters	Start Date, Fiscal Year Thru Date
Source	RUNCTL_PER031
Sorted By	

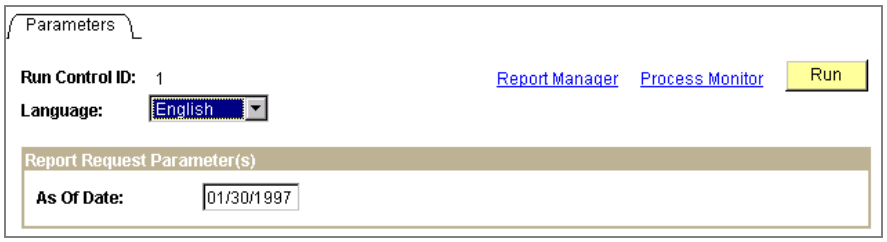
Generating the EEO-5 Job Analysis Report

The U.S. EEOC (Equal Employment Opportunity Commission) requires that most organizations file one or more reports from the series EEO-1 through EEO-9. The EEO-5 Job Analysis report supplies standard job category counts for school-related categories.

For more information about setting up your system for EEO and AA reporting, see Reporting on U.S. Affirmative Action Requirements.

EEO-5 Job Analysis – Parameters Page

Usage	Use this run control page to generate the EEO-5 Job Analysis report.
Navigation	**Monitor Workplace, Report Regulations (US), Report, EEO-5 Job Analysis, Parameters**
Access Requirements	Enter a Run Control ID.



EEO-5 Job Analysis – Parameters page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **As Of Date.**

Language The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

EEO-5 Job Analysis Report

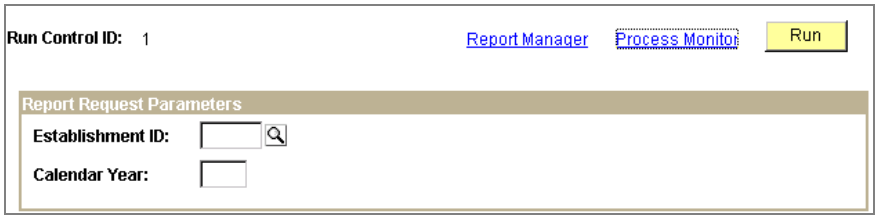
Description	The EEO-5 Job Analysis report supplies standard job category counts for school-related categories.
Report ID	PER022
Type of Report	SQR
Parameters	Language, As of Date
Source	RUNCTL_ASOFDATE
Sorted By	EEO Category

Generating the IPEDS-S Report

The IPEDS-S (Fall Staff Survey) report is a mandatory report for US higher education institutions that receive funding from a US Federal Government program.

IPEDS-S Report Page

Usage	Use the IPEDS-S Report page to generate the IPEDS-S report.
Object Name	RUNCTL_PER040
Navigation	**Monitor Workplace, Report Regulations (US), Report, IPEDS-S Report, Run IPEDS-S Report**
Access Requirements	Enter a Run Control ID.



IPEDS-S Report page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Establishment	Select an **Establishment ID** from the list of establishments in the Establishment Table.
Calendar Year	Enter the calendar year for which you want to run the report.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

IPEDS-S Report

Description	The IPEDS-S (Fall Staff Survey) report is a mandatory report for US higher education institutions that receive funding from a US Federal Government program. The report provides a breakdown of your workforce by gender and ethnic grouping. The report is divided into separate parts for different types of employee: full-time faculty members, other full-time employees, part-time employees, and new hires. In addition, the report provides an analysis of the tenure status of full-time faculty members by gender and ethnic grouping.
Report ID	PER040
Type of Report	SQR
Parameters	Establishment ID, Calendar Year
Source	RUNCTL_PER040
Sorted By	Employee type, job code

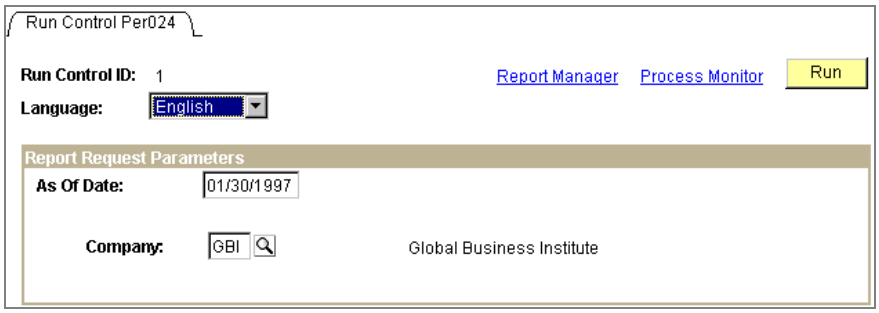
Generating the Job Group Analysis Report

The US Job Group Analysis report provides an analysis of your work force based on skills groups.

Job Group Analysis – Run Control PER024 Page

Usage	Use this run control page to generate the Job Group Analysis report.
Object Name	RUNCTL_PER024
Navigation	**Monitor Workplace, Report Regulations (US), Report, Job Group**

	Analysis, Run Control Per024
Access Requirements	Enter a Run Control ID.



Job Group Analysis – Run Control PER024 page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, As Of Date,** and **Company.**

Language The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Job Group Analysis Report

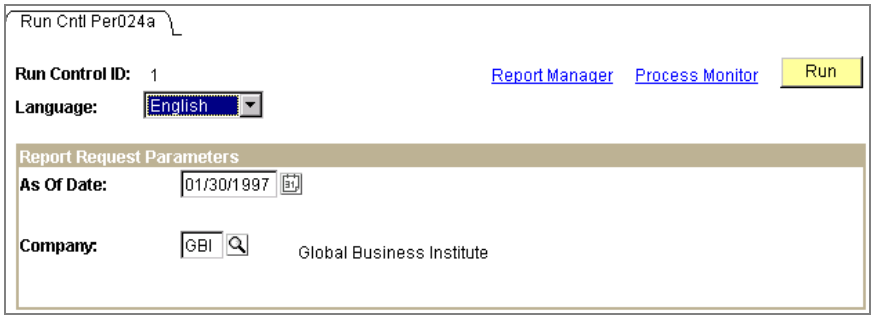
Description	The Job Group Analysis report provides an analysis of the makeup of your work force based on similar skills groups, rather than department lines. You can use this information to examine job groupings in relation to your company structure and to make changes and additions as needed.
Report ID	PER024
Type of Report	SQR
Parameters	As of Date, Company
Source	RUNCTL_PER024
Sorted By	Job Title

Generating the Job Group Analysis Summary Report

The Job Group Analysis Summary report analyzes the makeup of your workforce based on job groups.

Job Group Analysis Summary – Run Control PER024a Page

Usage	Use this run control page to generate the Job Group Analysis Summary report.
Object Name	RUNCTL_PER024A
Navigation	**Monitor Workplace, Report Regulations (US), Report, Job Group Analysis Summary, Run Cntl Per024a**
Access Requirements	Run Control ID



Job Group Analysis Summary – Run Control PER024a page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, As Of Date,** and **Company.**

Language The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Job Group Analysis Summary Report

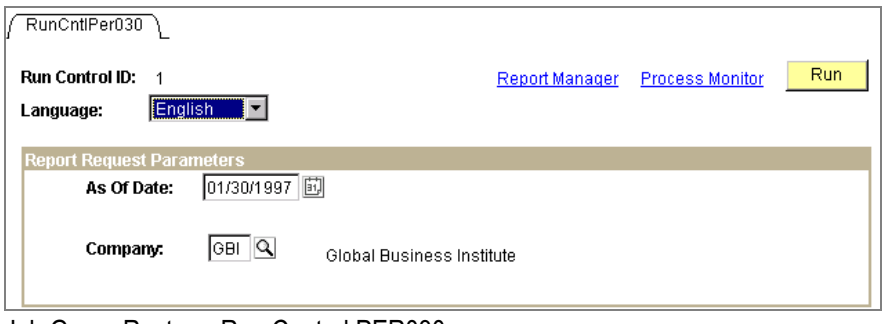
Description	The Job Group Analysis Summary report analyzes the makeup of your workforce based on job groups. This report includes the same information as the Job Group Analysis report (PER024), but the data is organized according to job group instead of skill groups.
Report ID	PER024A
Type of Report	SQR
Parameters	As Of Date, Company
Source	RUNCTL_PER024A
Sorted By	Job group

Generating the Job Group Roster Report

The Job Group Roster report lists employees according to their job group.

Job Group Roster – Run Control PER030 Page

Usage	Use this run control page to generate the Job Group Roster Report.
Object Name	RUNCTL_PER030
Navigation	• **Monitor Workplace, Report Regulations (UK), Report, Job Group Roster, RunCntl Per030** • **Monitor Workplace, Report Regulations (US), Report, Job Group Roster, RunCntl Per030**
Access Requirements	Enter a Run Control ID.



Job Group Roster – Run Control PER030 page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, As Of Date,** and **Company.**

Language	The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Job Group Roster Report

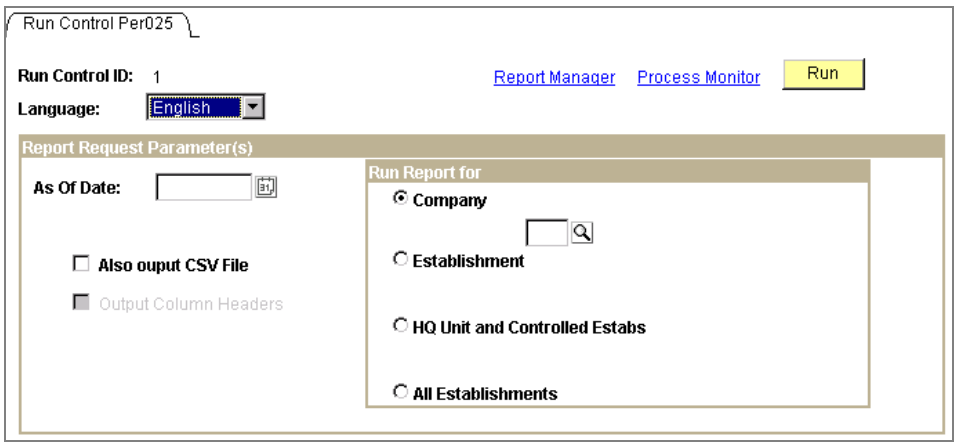
Description	The Job Group Roster report lists employees in job groups in job title order. It includes the ethnic background of each employee and current salary information.
Report ID	PER030
Type of Report	SQR
Parameters	Language, As Of Date, Company
Source	RUNCTL_PER030
Sorted By	Job Group, Job Title

Generating the Work Force Analysis Report

The Work Force Analysis report tracks hiring practices by department. Use this report to analyze patterns of discrimination in hiring practices.

Work Force Analysis – Run Control PER025 Page

Usage	Use this run control page to generate the Work Force Analysis report.
Object Name	RUNCTL_PER025
Navigation	**Monitor Workplace, Report Regulations (US), Report, Work Force Analysis, Run Control Per025**
Access Requirements	Enter a Run Control ID.



Work Force Analysis – Run Control PER025 page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, As Of Date,** and **Company.**

Language The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Also output CSV file Select this check box if you want to print the CSV file along with the Work Force Analysis Report.

Output Column Headers The system makes the **Output Column Headers** check box available if you select the previous check box. Select **Output Column Headers** if you want your CSV file to include column headings.

Run Report for

Select one of the following options to determine which company and establishments to include in the report.

Select **Company** to run the report for a particular company. Select the company code from the companies set up in your Company Table.

Select **Establishment** to run the report for a particular establishment. Select the Establishment code from the establishments in the Establishment Table.

Select **HQ Unit and Controlled Estabs** (Establishments) to run the report for the headquarters of your organization and any organizations that it controls. Select the establishment from the establishments in the Establishment Table.

Select **All Establishments** to run the report for all establishments in your organization.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Work Force Analysis Report

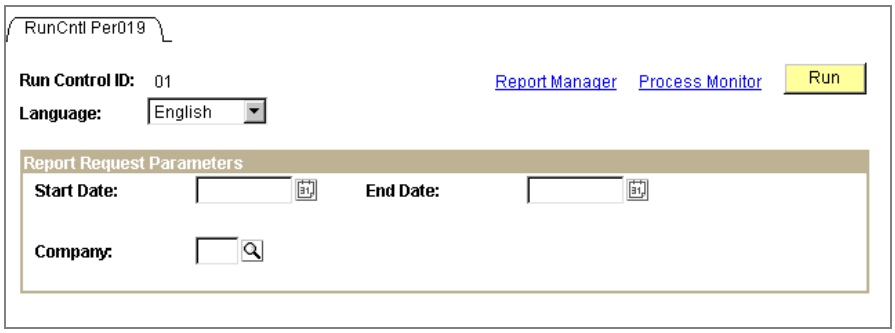
Description	The Work Force Analysis report tracks hiring practices by department—or other organizational units—based on job titles in the department. It includes the salary grade assigned to the title and the total number of employees and minorities who hold the title. The report also shows total minorities as a percentage of the total employees.
Report ID	PER025
Type of Report	SQR
Parameters	Language, As Of Date, Company
Source	RUNCTL_PER025
Sorted By	

Generating the Termination Analysis Report

The U.S. Termination Analysis report analyzes terminations within your organization according to predetermined groupings of age, years of service, gender, and ethnic group.

Termination Analysis – Run Control PER019 Page

Usage	Use this run control page to generate the Termination Analysis Report.
Object Name	RUNCTL_PER019
Navigation	**Monitor Workplace, Report Regulations (US), Report, Termination Analysis, RunCntl Per019**
Access Requirements	Enter a Run Control ID.



Termination Analysis –Run Control PER019 page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

Language The system populates **Language** from the **Run Control ID** you selected. If you want to run the report in a different language, select the **Language** from the available options.

Start Date Enter the start date for the report time period.

End Date Enter the end date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Termination Analysis Report

Description	This U.S.-specific report shows the current employee count and the number of terminations based on predetermined groupings of age, years of service, gender, and ethnic group. The report counts employees in each range and expresses the count as a percentage of the total employee population. It also calculates the percentage of terminations in each grouping.
Report ID	PER019
Type of Report	SQR
Parameters	Start Date, End Date, Company
Source	RUNCTL_PER019
Sorted By	1. By Age: Counts employees for several age ranges, from under 21 to

	over 65. 2. By Years of Service: Counts employees from less than 1 year of service to greater than 15. 3. By Gender/Ethnic Group: Counts employees first by gender and then by ethnic groups within gender.

US Federal Regulatory Reports

This section describes the US Federal reports that you can run from the Report Regulations (USF) menu.

Generating the CPDF Error Report

CPDF Error Report – Run CPDF Error Report Page

Usage	Use this run control page to produce a report that lists the CPDF edit errors found in CPDF Error Processing.
Object Name	RUNCTL_FGHR019B
Navigation	**Monitor Workplace, Report Regulations (USF), Report, CPDF Error Report, Run CPDF Error Report**
Prerequisites	Before you run this report you must run CPDF Edits Processing which runs the COBOL program FGPCPDFF. This program generates a table of the CPDF edit errors found in the CPDF Status and Dynamic Tables.
Access Requirements	Enter a Run Control ID.



CPDF Error Report – Run CPDF Error Report page

The following field is common to multiple pages and is defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

CPDF Error Report

Description	The CPDF Error Report lists the CPDF edit errors found in CPDF Error Processing. It produces one listing that includes all errors.
Report ID	FGHR019B
Type of Report	SQR
Parameters	None
Source	RUNCTL_FGHR019B
Source Record	GVT_CPDF_STATUS, GVT_CPDF_ERRTBL, GVT_CPDF_FLDTBL, GVT_CPDF_EDIT, GVT_CPDF
Sorted By	

Generating the EEO Groups by PATCOB/POI Report

EEO Groups by PATCOB/POI Page

Usage	Use this run control page to run the EEO Groups by PATCOB/POI report.
Object Name	RUNCTL_FGHR012
Navigation	**Monitor Workplace, Report Regulations (USF), Report, EEO Groups by PATCOB/POI, EEO Groups by PATCOB/POI**
Prerequisites	None
Access Requirements	Enter a Run Control ID.



EEO Groups by PATCOB/POI page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

As Of Date Select **As Of Date** so that the file contains organizational components that are effective for a given date.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

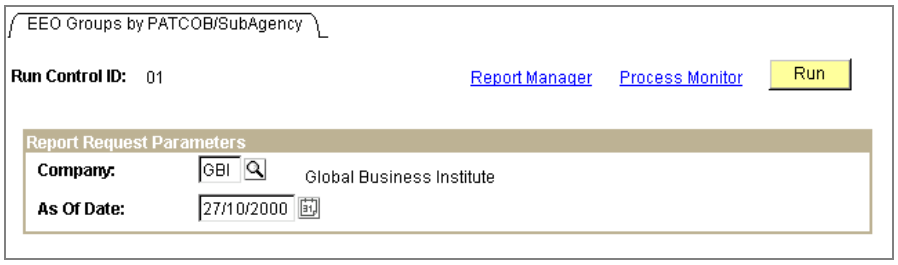
EEO Groups by PATCOB/POI Report

Description	This generates a report detailing the distribution of EEO groups and comparison by PATCOB and POI.
Report ID	FGHR012A
Type of Report	SQR
Parameters	As Of Date, Company
Source	RUNCTL_FGHR012
Source Records	PERSONAL_DATA, EMPLOYMENT, JOB, JOBCODE_TBL JC, COMPANY_TBL, PS_GVT_POI_TBL
Sorted By	Occupational Category

Generating the EEO Groups by PATCOB/SubAgency Report

EEO Groups by PATCOB/SubAgency Page

Usage	Use this run control page to run the EEO Groups by PATCOB/SubAgency report.
Navigation	**Monitor Workplace, Report Regulations (USF), Report, EEO Groups by PATCOB/SubAgency, EEO Groups by PATCOB/SubAgency**
Prerequisites	None
Access Requirements	Enter a Run Control ID.



EEO Groups by PATCOB/SubAgency page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

As Of Date Select **As Of Date** so that the file contains organizational components that are effective for a given date.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

EEO Groups by PATCOB/SubAgency Report

Description	This generates a report detailing the distribution of EEO groups and comparison by PATCOB and sub-agency.
Report ID	FGHR012B
Type of Report	SQR
Parameters	As Of Date, Company
Source	RUNCTL_FGHR012
Source Records	PERSONAL_DATA, EMPLOYMENT, JOB, JOBCODE_TBL JC, COMPANY_TBL, PS_GVT_POI_TBL
Sorted By	Occupational Category

Generating the EEO Groups by Series/POI Report

EEO Groups by Series/POI Page

Usage	Use this run control page to run the EEO Groups by Series/POI report.
Object Name	RUNCTL_FGHR014
Navigation	**Monitor Workplace, Report Regulations (USF), Report, EEO Groups by Series/POI, EEO Groups by Series/POI**

Prerequisites	None
Access Requirements	Enter a Run Control ID.



EEO Groups by Series/POI page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

As Of Date Select **As Of Date** so that the file contains organizational components that are effective for a given date.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

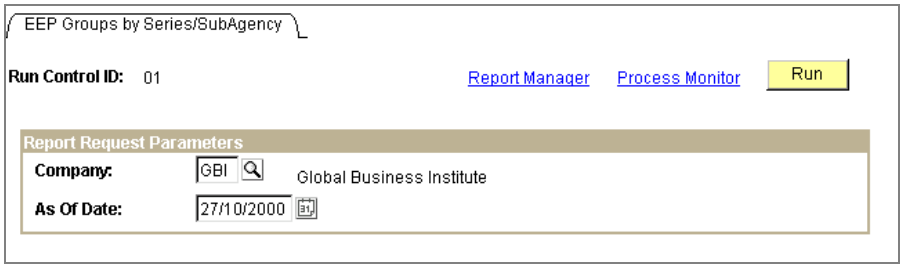
EEO Groups by Series/POI Report

Description	This generates a report detailing the distribution of EEO groups and comparison by occupation and POI.
Report ID	FGHR014A
Type of Report	SQR
Parameters	As Of Date, Company
Source	RUNCTL_FGHR014
Source Records	PERSONAL_DATA, EMPLOYMENT, JOB, JOBCODE_TBL, COMPANY_TBL, GVT_OCCUPATION, COMPANY_TBL, GVT_POI_TBL
Sorted By	Occupational Category, Ethnicity, Sex

Generating the EEO Groups by Series/SubAgency Report

EEO Groups by Series/SubAgency Page

Usage	Use this run control page to run the EEO Groups by Series/SubAgency report.
Navigation	**Monitor Workplace, Report Regulations (USF), Report, EEO Groups by Series/SubAgency, EEO Groups by Series/SubAgency**
Prerequisites	None
Access Requirements	Enter a Run Control ID.



EEO Groups by Series/SubAgency page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

As Of Date Select **As Of Date** so that the file contains organizational components that are effective for a given date.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

EEO Groups by Series/SubAgency Report

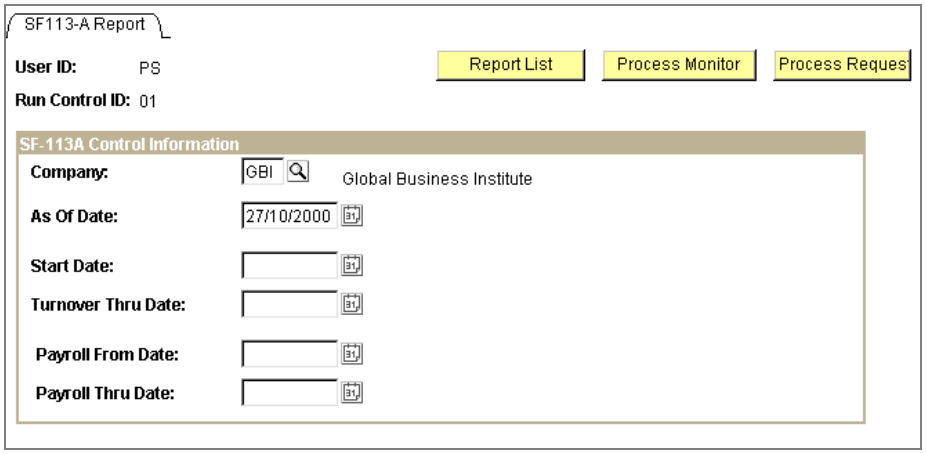
Description	This generates a report detailing the distribution of EEO groups and comparison by series and sub-agency.
Report ID	FGHR014B
Type of Report	SQR
Parameters	As Of Date, Company
Source	RUNCTL_FGHR014

Source Records	PERSONAL_DATA, EMPLOYMENT, JOB, JOBCODE_TBL, COMPANY_TBL, GVT_OCCUPATION, GVT_POI_TBL
Sorted By	

Generating the SF113-A Report

SF113-A Report page

Usage	Use this run control page to run the SF113-A report.
Object Name	RUN_FGSF113A
Navigation	**Monitor Workplace, Report Regulations (USF), Report, SF113-A Report, SF113-A Report**
Prerequisites	None
Access Requirements	Enter a Run Control ID.



SF113-A Report page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

As Of Date Select **As Of Date** so that the file contains organizational components that are effective for a given date.

Start Date Enter a **Start Date** for the report time period.

Turnover Thru Date Enter an end date for the report time period.

Payroll From Date Enter a start date for the pay period you want the report to cover.

Payroll Thru Date Enter an end date for the pay period you want the report to cover.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

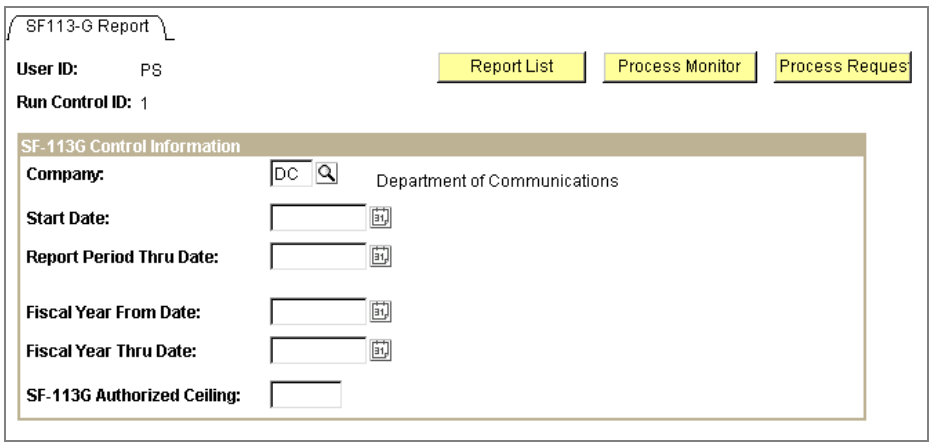
SF113-A Report

Description	This generates a monthly report of Federal civilian employment.
Report ID	FGSF113A
Type of Report	SQR
Parameters	As Of Date, Company, Start Date, Turnover Thru Date, Payroll From Date, Payroll Thru Date
Source	RUN_FGSF113A
Sorted By	Agency, Current Status, Payroll, Turnover, Employment Ceiling Data

Generating the SF113-G Report

SF113-G Report page

Usage	Use this run control page to run the SF113-G report.
Object Name	RUN_FGSF113G
Navigation	**Monitor Workplace, Report Regulations (USF), Report, SF113-G Report, SF113-G Report**
Prerequisites	None
Access Requirements	Enter a Run Control ID.



SF113-G Report page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

Start Date Enter a start date for the report time period.

Report Period Thru Date Enter an end date for the report time period.

Fiscal Year From Date Enter the fiscal year start date.

Fiscal Year Thru Date Enter the fiscal year end date.

SF-113G Authorized Ceiling This is an optional field. If you enter a value here it is included in the Ceiling column of the report.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

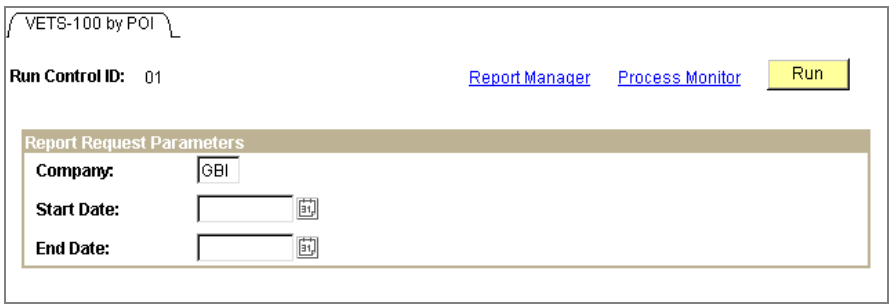
SF113-G Report

Description	This generates a monthly report of full-time equivalent/work-year civilian employment.
Report ID	FGSF113G
Type of Report	SQR
Parameters	As Of Date, Company, Start Date, Report Period Thru Date, Fiscal Year From Date, Fiscal Year Thru Date, SF-113G Authorized Ceiling
Source	RUN_FGSF113G
Sorted By	Agency, Employment Hours Category

Generating the VETS-100 by POI Report

VETS-100 by POI Page

Usage	Use this run control page to run the VETS-100 by POI report.
Object Name	RUNCTL_FGHR013
Navigation	**Monitor Workplace, Report Regulations (USF), Report, VETS-100 by POI, VETS-100 by POI**
Prerequisites	None
Access Requirements	Enter a Run Control ID.



VETS-100 by POI page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

Start Date Enter a start date for the report time period.

End Date Enter an end date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

VETS-100 by POI Report

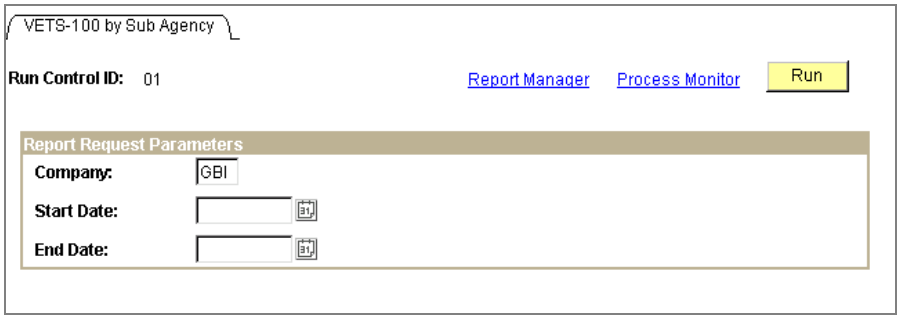
Description	This generates a Veterans employment report by POI.
Report ID	FGHR013B
Type of Report	SQR
Parameters	Company, Start Date, End Date

Source	RUNCTL_FGHR013
Sorted By	PATCOB Categories

Generating the VETS-100 by SubAgency Report

VETS-100 by SubAgency report page

Usage	Use this run control page to run the VETS-100 by SubAgency report.
Navigation	**Monitor Workplace, Report Regulations (USF), Report, VETS-100 by SubAgency, VETS-100 by SubAgency**
Prerequisites	None
Access Requirements	Enter a Run Control ID.



VETS-100 by SubAgency page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Company.**

Start Date Enter a start date for the report time period.

End Date Enter an end date for the report time period.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

VETS-100 by SubAgency Report

Description	This generates a Veterans employment report by sub-agency.
Report ID	FGHR013A

Type of Report	SQR
Parameters	Company, Start Date, End Date
Source	RUNCTL_FGHR013

CHAPTER 19

Reporting Health and Safety Data

No matter how big or small your company is, or whether your company is a multinational organization or does business in a single country, there are several reports included in PeopleSoft Human Resources which you can use to assess and manage your company Health and Safety program. You can use these reports to analyze where incidents, injuries, and illnesses are occurring in your company; identify problem areas; and determine if appropriate corrective measures have been implemented or are needed.

PeopleSoft Human Resources supplies a group of standard reports to help you track incidents, claims, and medical exams. You'll usually generate reports by referring to an Incident Number; some report pages may ask for other details.



For more information about generating these reports, see Introduction to PeopleSoft Reporting. For a complete listing of all PeopleSoft Human Resources reports by Report ID and Report Name, see PeopleSoft Reporting Tools: List of Reports in PeopleSoft Human Resources.
For more information, including detailed descriptions of how to run the processes and reports in PeopleSoft Human Resources, see Process Scheduler.

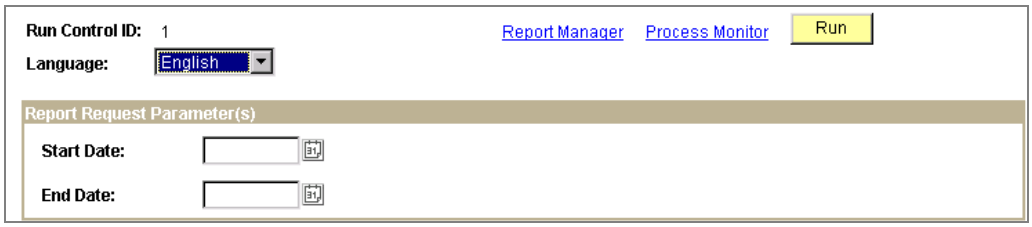
Common Health and Safety Run Control Pages

Some of the Health and Safety reports use the same run control object, but the page labels and parameters on the page vary by report.

RUNCTL_OHS_FROMTO Page

Usage	Use the RUNCTL_OHS_FROMTO page to run numerous Health and Safety reports.
Object Name	RUNCTL_OHS_FROMTO
Navigation	• **Monitor Workplace, Monitor Health/Safety (GBL), Report, Incident Summary** • **Monitor Workplace, Monitor Health/Safety (GBL), Report, Location Incident Summary**

	• **Monitor Workplace, Monitor Health/Safety (GBL), Report, Employees In Incidents** • **Monitor Workplace, Monitor Health/Safety (GBL), Report, Non-Employees In Incidents** • **Monitor Workplace, Monitor Health/Safety (GBL), Report, Claim Summary Overview** • **Monitor Workplace, Monitor Health/Safety (GBL), Report, Incident Lost Work** • **Monitor Workplace, Monitor Health/Safety (GBL), Report, Vehicle Incident Summary** • **Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl., ESP Incident Without Lost W.**
Access Requirements	Enter a Run Control ID.



RUNCTL_OHS_FROMTO

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date Enter the date starting from which you want the report to gather data.

End Date Enter the date to which you want the report to gather data.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

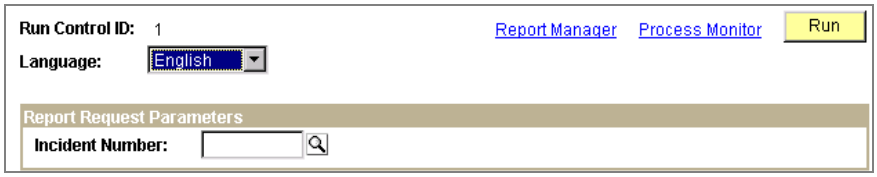
List of Reports Using the RUNCTL_OHS_FROMTO Page

- Claim Summary Overview Report
- Employees In Incidents Report

- Incident Lost Work Report
- Incident Summary Report
- Location Incident Summary Report
- Non-Employees In Incidents Report
- Vehicle Incident Summary Report
- ESP Incident Without Lost Work Report

RUNCTL_OHS_INC Page

Usage	Use the RUNCTL_OHS_INC page to run numerous Health and Safety reports.
Object Name	RUNCTL_OHS_INC
Navigation	• **Monitor Workplace, Monitor Health/Safety (GBL), Report, Incident Detail** • **Monitor Workplace, Monitor Health/Safety (GBL), Report, Incident Claim Detail** • **Monitor Workplace, Monitor Health/Safety (GBL), Rep Lcl, CAN WCB Incident**
Access Requirements	Enter a Run Control ID.



RUNCTL_OHS_INC page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Incident Number Enter the **Incident Number.**

Click **Run** to run the report using Process Scheduler.

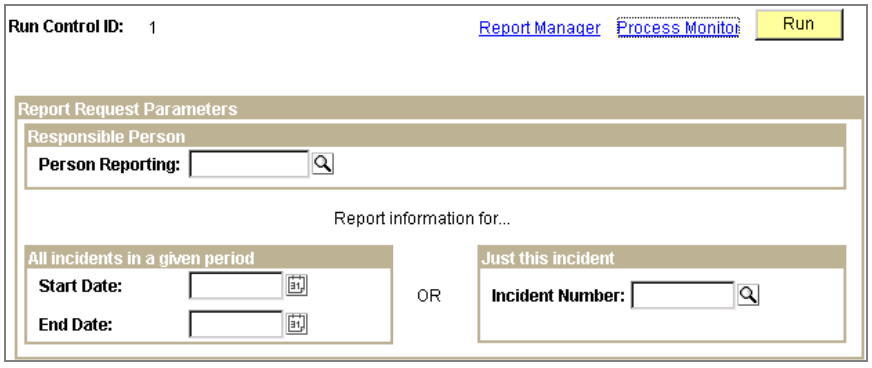
For more information about Process Scheduler, see Process Scheduler.

List of Reports Using the RUNCTL_OHS_INC Page

- Incident Claim Detail Report
- Incident Detail Report
- CAN WCB Incident Report

RUNCTL_OHS_UK Page

Usage	Use the RUNCTL_OHS_UK page to run the two United Kingdom Health and Safety reports.
Object Name	RUNCTL_OHS_UK
Navigation	• **Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl., Injury/Dang. Occ. Report** • **Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl., Illness Report**
Access Requirements	Enter a Run Control ID.



RUNCTL_OHS_UK

Responsible Person

Person Reporting Select the person reporting the incident or incidents.

All incidents in a given period If you want to report on all the incidents in a given period, enter the dates in this group box.

Start Date Enter the date starting from which you want the report to gather data.

End Date Enter the date to which you want the report to gather data.

Just this incident	If you want to report on just one incident, select the incident number in this group box.
Incident Number	Select the **Incident Number** you would like to report on.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

List of Reports Using the RUNCTL_OHS_UK Page

- UK Illness Report
- UK Injury/Dang. Occ. Report

List of Heath and Safety Reports

Report Name	*Report ID*	*Location*	*Global or Local*
Claim Summary Overview	OHS012	Monitoring Health and Safety	GBL
Employees In Incidents	OHS013	Monitoring Health and Safety	GBL
Incident Claim Detail	OHS015	Monitoring Health and Safety	GBL
Incident Detail	OHS009	Monitoring Health and Safety	GBL
Incident Lost Work	OHS014	Monitoring Health and Safety	GBL
Incident Summary	OHS010	Monitoring Health and Safety	GBL
Location Incident Summary	OHS011	Monitoring Health and Safety	GBL
Non-Employees In Incidents	OHS003	Monitoring Health and Safety	GBL
Vehicle Incident Summary	OHS016	Monitoring Health and Safety	GBL
CAN WCB Form 7	OHS001CN	Monitoring Health and Safety	LCL
CAN WCB Incident	OHS008CN	Monitoring Health and Safety	LCL
CHE Accident Report	PER002CHE	Monitoring Health and Safety	LCL
ESP Incident Without Lost W.	OHS014ESP	Monitoring Health and Safety	LCL
FRA Work Accident Report	OHS001FR	Monitoring Health and Safety	LCL
GER Accident Report	OHS001GR	Monitoring Health and Safety	LCL
GER Illness Report	OHS004GR	Monitoring Health and Safety	LCL

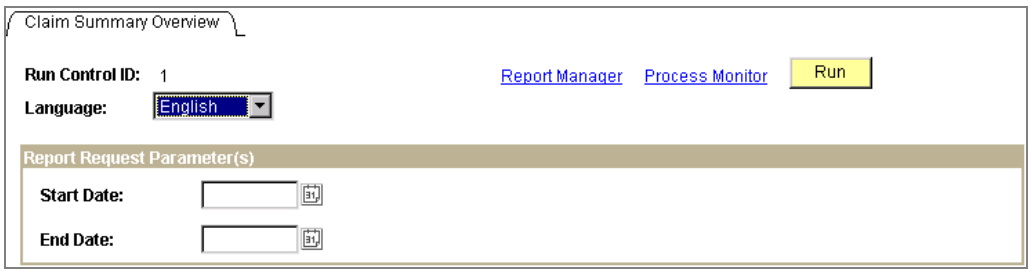
Report Name	*Report ID*	*Location*	*Global or Local*
GER Incident Location Summary	OHS003GR	Monitoring Health and Safety	LCL
GER Reportable Accdnt/Illness	OHS002GR	Monitoring Health and Safety	LCL
UK Illness Report	OHS002UK	Monitoring Health and Safety	LCL
UK Injury/Dang. Occ. Report	OHS001UK	Monitoring Health and Safety	LCL

Generating the Claim Summary Overview Report

This report provides a summary of claims that have been logged within a specified date range. The report itemizes by amounts within a Charge Type, then subtotals by Charge Type, subtotals by claim, and calculates a grand total of all charges within the reporting period.

Claim Summary Overview Page

Usage	Use the Claim Summary Overview page to run the Claim Summary Overview report.
Navigation	**Monitor Workplace, Monitor Health/Safety (GBL), Report, Claim Summary Overview**
Access Requirements	Enter a Run Control ID.



Claim Summary Overview page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date Enter the date starting from which you want the report to gather data.

End Date Enter the date to which you want the report to gather data.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Claim Summary Overview Report

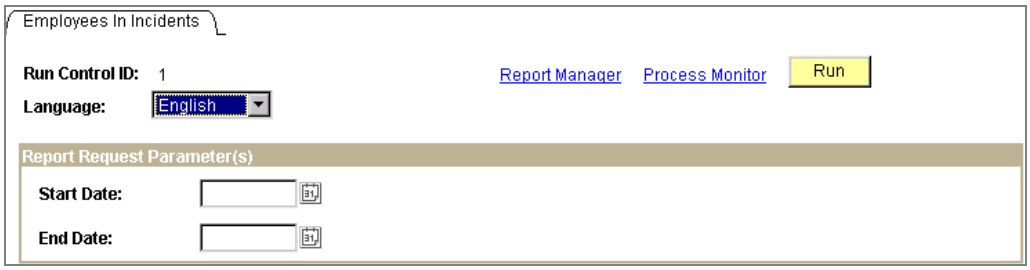
Description	This report provides a summary of claims that have been logged within a specified date range. The report itemizes by amounts within a Charge Type, then subtotals by Charge Type, subtotals by claim, and calculates a grand total of all charges within the reporting period.
Report ID	Crystal
Type of Report	OHS012
Parameters	From Date, Thru Date
Source	CLM_SUMM_VW, PERSONAL_DTA_VW, NE_PERSONAL_DTA
Sorted By	Claim #, Charge Type

Generating an Employees In Incidents Report

This report provides a summary of employees involved in incidents that have occurred within a specified date range. It notes whether the employee has suffered an injury or illness.

Employees In Incidents Page

Usage	Use the Employees In Incidents page to run the Employees In Incidents report.
Navigation	**Monitor Workplace, Monitor Health/Safety (GBL), Report, Employees In Incidents**
Access Requirements	Enter a Run Control ID.



Employees In Incidents page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date Enter the date starting from which you want the report to gather data.

End Date Enter the date to which you want the report to gather data.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Employees In Incidents Report

Description	This report provides a summary of employees involved in incidents that have occurred within a specified date range. It notes whether the employee has suffered an injury or illness.
Report ID	OHS013
Type of Report	Crystal
Parameters	From Date, Thru Date
Source	INCIDENT_DATA, INJURY_ILL_VW, PERSONAL_DTA_VW
Sorted By	Incident Date, Incident Number

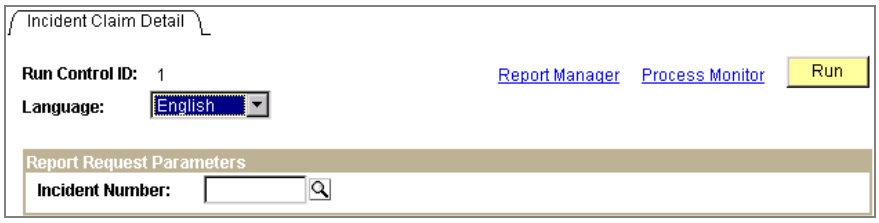
Generating the Incident Claim Detail Report

This report provides detailed claim information pertaining to a health and safety incident. The report lists the claims filed for a specific incident, the employee filing the claim, provider information related to the claim, and detailed charges (by charge type) related to the claim. The

report subtotals by charge type within a claim, subtotals by the claim itself, and then provides a grand total of all claim charges for the incident.

Incident Claim Detail Page

Usage	Use the Incident Claim Detail page to run the Incident Claim Detail report.
Navigation	**Monitor Workplace, Monitor Health/Safety (GBL), Report, Incident Claim Detail**
Access Requirements	Enter a Run Control ID.



Incident Claim Detail page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Incident Number Enter the **Incident Number.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Incident Claim Detail Report

Description	This report provides detailed claim information pertaining to a health and safety incident. The report lists the claims filed for a specific incident, the employee filing the claim, provider information related to the claim, and detailed charges (by charge type) related to the claim. The report subtotals by charge type within a claim, subtotals by the claim itself, and then provides a grand total of all claim charges for the incident.
Report ID	OHS015

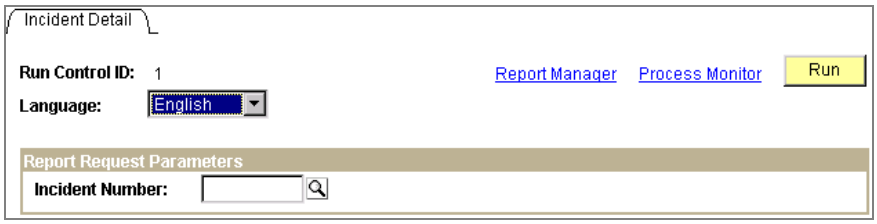
Type of Report	Crystal
Parameters	Incident Number
Source	R_OHS015_VW, PERS_SRCH_GBL
Sorted By	Claim Number, Charge Type

Generating the Incident Detail Report

This report lists the details pertaining to a Health and Safety incident. In addition to the occurrence information, the report lists all causes and related corrective actions, witnesses, involved persons (including detailed injury information), OSHA information, lost work, and physician information.

Incident Detail Page

Usage	Use the Incident Detail page to run the Incident Detail report.
Navigation	**Monitor Workplace, Monitor Health/Safety (GBL), Report, Incident Detail**
Access Requirements	Enter a Run Control ID.



Incident Detail page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Incident Number Enter the **Incident Number.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Incident Detail Report

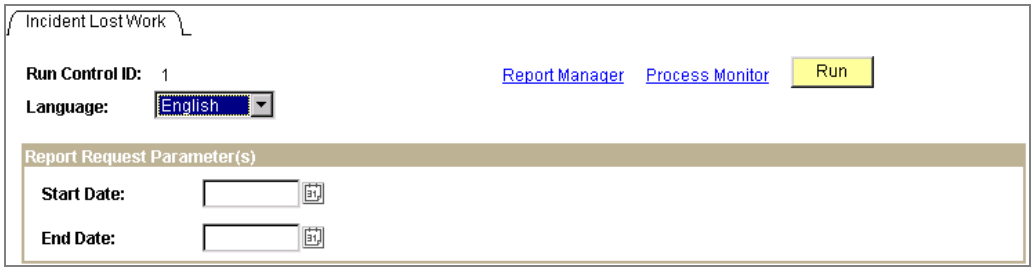
Description	This report lists the details pertaining to a Health and Safety incident. In addition to the occurrence information, the report lists all causes and related corrective actions, witnesses, involved persons (including detailed injury information), OSHA information, lost work, and physician information.
Report ID	OHS009
Type of Report	SQR
Parameters	Incident Number
Source	INCIDENT_DATA
Sorted By	No sort sequence

Generating the Incident Lost Work Report

This report lists the lost or restricted workdays for an employee involved in a health and safety incident within a specified reporting period. This report will total lost and restricted days by incident.

Incident Lost Work Page

Usage	Use the Incident Lost Work page to run the Incident Lost Work report.
Navigation	**Monitor Workplace, Monitor Health/Safety (GBL), Report, Incident Lost Work**
Access Requirements	Enter a Run Control ID.



Incident Lost Work page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date	Enter the date starting from which you want the report to gather data.
End Date	Enter the date to which you want the report to gather data.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Incident Lost Work Report

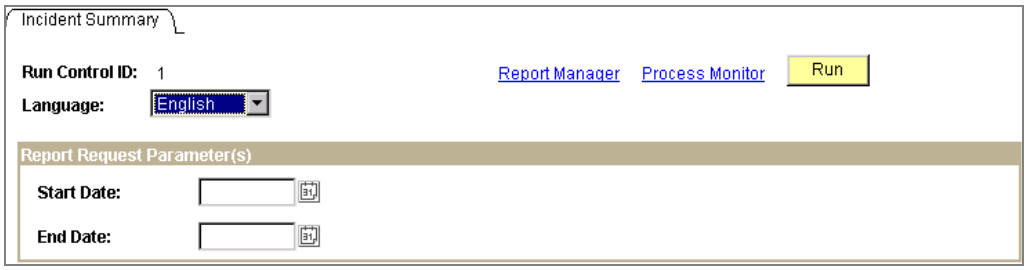
Description	This report lists the lost or restricted workdays for an employee involved in a health and safety incident within a specified reporting period. This report will total lost and restricted days by incident.
Report ID	OHS014
Type of Report	Crystal
Parameters	From Date, Thru Date
Source	INJURY_ILL_VW, PERSONAL_DATA, PERS_SRCH_GBL
Sorted By	Incident Number, Name

Generating the Incident Summary Report

This report provides a summary of health and safety incidents that have occurred within a specified date range. This report lists all involved persons and indicates whether an OSHA report was filed related to a person's involvement.

Incident Summary Page

Usage	Use the Incident Summary page to run the Incident Summary report.
Navigation	**Monitor Workplace, Monitor Health/Safety (GBL), Report, Incident Summary**
Access Requirements	Enter a Run Control ID.



Incident Summary page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date Enter the date starting from which you want the report to gather data.

End Date Enter the date to which you want the report to gather data.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Incident Summary Report

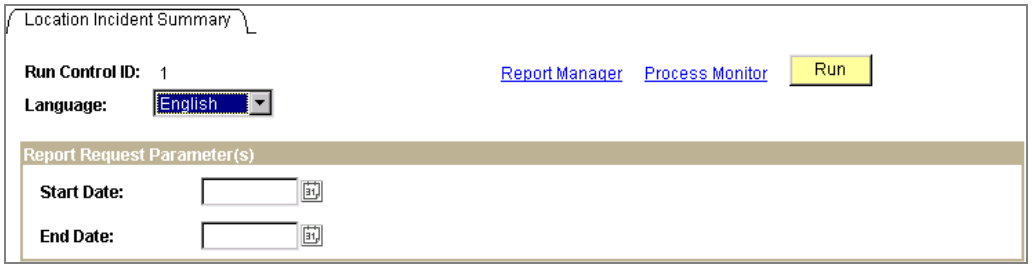
Description	This report provides a summary of health and safety incidents that have occurred within a specified date range. This report lists all involved persons and indicates whether an OSHA report was filed related to a person's involvement.
Report ID	OHS010
Type of Report	Crystal
Parameters	From Date, Thru Date
Source	HS_INCSUM_VW, PERSONAL_DTA_VW, NE_PERSONAL_DATA
Sorted By	Incident Number (descending order), Incident Type

Generating the Location Incident Summary Report

This report summarizes the incidents that occurred at specific locations and within the specified date range. The report lists all persons involved in the incident and indicates whether or not they received an OSHA reportable illness or injury.

Location Incident Summary Page

Usage	Use the Location Incident Summary page to run the Location Incident Summary report.
Navigation	**Monitor Workplace, Monitor Health/Safety (GBL), Report, Location Incident Summary**
Access Requirements	Enter a Run Control ID.



Location Incident Summary page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date Enter the date starting from which you want the report to gather data.

End Date Enter the date to which you want the report to gather data.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Location Incident Summary Report

Description	This report summarizes the incidents that occurred at specific locations

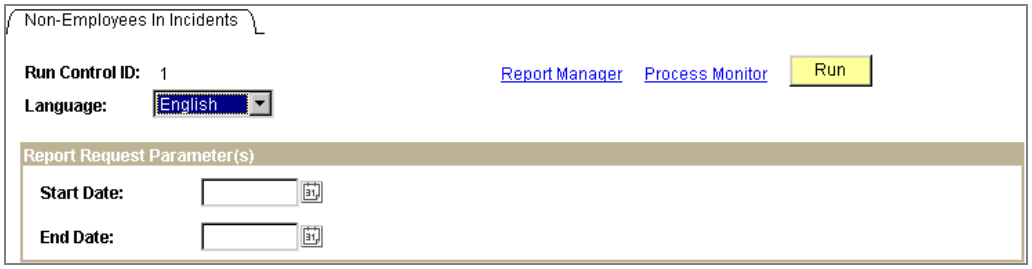
	and within the specified date range. The report lists all persons involved in the incident and indicates whether or not they received an OSHA reportable illness or injury.
Report ID	OHS011
Type of Report	Crystal
Parameters	From Date, Thru Date
Source	HS_INCSUM_VW, PERSONAL_DTA_VW, NE_PERSONAL_DTA
Sorted By	Location, Incident Number (descending order).

Generating the Non-Employees In Incidents Report

This report summarizes the non-employees involved in incidents that occurred within a specified date range. It will note whether they suffered an illness or injury.

Non-Employees In Incidents Report Page

Usage	Use the Non-Employees In Incidents page to run the Non-Employees In Incidents report.
Navigation	**Monitor Workplace, Monitor Health/Safety (GBL), Report, Non-Employees In Incidents**
Access Requirements	Enter a Run Control ID.



Non-Employees In Incidents page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date Enter the date starting from which you want the report to gather data.

End Date Enter the date to which you want the report to gather data.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

Non-Employees In Incidents Report

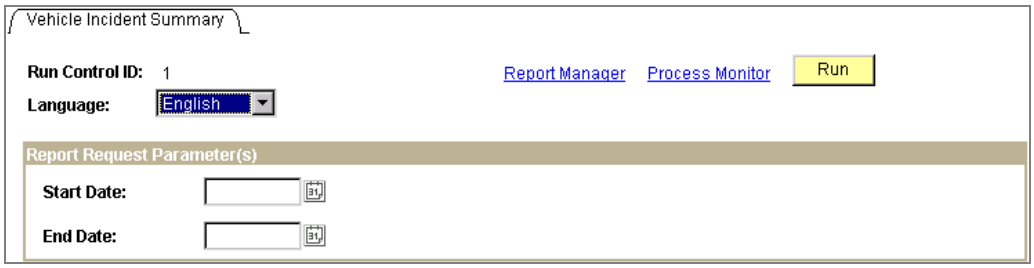
Description	This report summarizes the non-employees involved in incidents that occurred within a specified date range. It will note whether they suffered an illness or injury.
Report ID	OHS003
Type of Report	Crystal
Parameters	From date, Thru Date
Source	ZZ_NON_EMP_INC
Sorted By	Crystal processes data in Incident Number order.

Generating the Vehicle Incident Summary Report

This report summarizes information about vehicles involved in incidents within a specified date range. The report lists the vehicle/equipment information and related information about the people involved.

Vehicle Incident Summary Page

Usage	Use the Vehicle Incident Summary page to run the Vehicle Incident Summary report.
Navigation	**Monitor Workplace, Monitor Health/Safety (GBL), Report, Vehicle Incident Summary**
Access Requirements	Enter a Run Control ID.



Vehicle Incident Summary page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date Enter the date starting from which you want the report to gather data.

End Date Enter the date to which you want the report to gather data.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

Vehicle Incident Summary Report

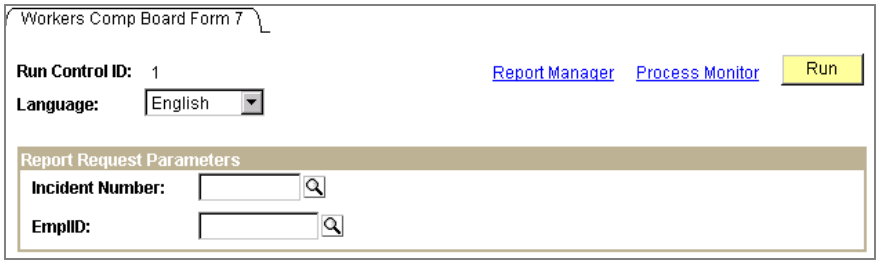
Description	This report summarizes information about vehicles involved in incidents within a specified date range. The report lists the vehicle/equipment information and related information about the people involved.
Report ID	OHS016
Type of Report	Crystal
Parameters	Incident Number
Source	VEH_EQ_INC_VW, PERSONAL_DTA_VW, NE_PERSONAL_DTA
Sorted By	Incident Number

Generating the CAN WCB Form 7 Report

The CAN WCB Form 7 Report provides some of the information required for provincial WCB Form 7s. You can use this report to manually transcribe the information you need to the printed form required by the WCB in most Canadian provinces.

CAN WCB Form 7 Page

Usage	Use the CAN WCB Form 7 page to generate the CAN WCB Form 7 report. The report pulls together a number of pieces of information from data that you've entered in the system. You can then manually transcribe the information to the official, pre-printed form required by the WCB in most Canadian provinces.
Object Name	RUNCTL_OHS001CN
Navigation	**Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, CAN WCB Form 7**
Access Requirements	Enter a Run Control ID.



Workers Comp Board Form 7 page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language, EmplID.**

Incident Number Enter the **Incident Number.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

OHS001CN CAN WCB Form 7 Report

Description	The CAN WCB Form 7 Report provides some of the information required for provincial WCB Form 7s. You can use this report to manually transcribe the information you need to the printed form required by the WCB in most Canadian provinces.
Report ID	OHS001CN
Type of Report	SQR
Parameters	Incident Number

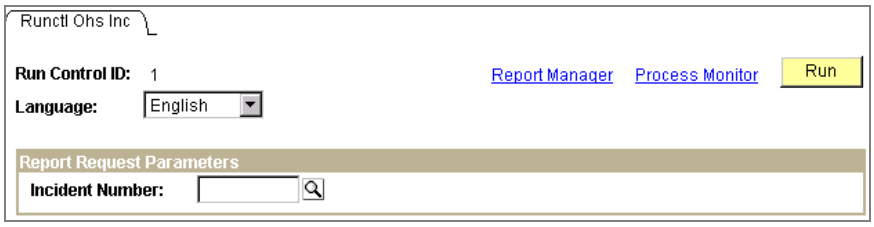
Source	WCB_RPT_DATA, INCIDENT_DATA, INJURY_ILL, EMPLOYMENT, INCIDENT_REPORT, PERSONAL_DATA, JOB_LABOR, HS_EMPLOYMENT, HS_EMPL_REL_CAN, HS_EMPL_SUB_CAN, COMP_PROP_TBL, INCDNT_VEH_EMPL, INJURY_ILL_SOI, INJURY_SRCE_TBL,INJ_ILL_BPI_CAN, INJURY_NATR_TBL,BODY_PART_TBL, INJ_PEOPLE_CAN, INJURY_ROLE_CAN, NE_PERSONAL_DTA, INCIDENT_PEOPLE, LONG_EARNS_CAN, INJ_ILL_WI_CAN, INJ_ILL_WA_CAN, ABSW_SCHD_VW, INJ_ILL_PHC_CAN, INJ_ILL_PDS_CAN, INJ_ILL_OBJSTMT, INJURY_ILL_AID, INJURY_ILL_ADDR, MEDICAL_FAC_TBL, NE_PERS_PHONE, INJ_ILL_NBD_CAN, INJ_ILL_NRD_CAN, INJURY_ILL_DESC,JOB, COMPANY,PERS_NID,LOCATION, JOBCODE_TBL, INCIDENT_CAUSE
Sorted By	No sorting

Generating the CAN WCB Incident Report

The CAN WCB Incident Report (Canadian Worker's Compensation Board Incident Report) provides specific incident information required by the Canadian Worker's Compensation Board, such as incident occurrence information, work absence and work resumption, the person responsible, first aid provided, and other WCB-required information.

CAN WCB Incident Page

Usage	Use the Can WCB Incident page to generate the CAN WCB Incident Report (Canadian Workers' Compensation Board Incident Report). This report provides details about a specific Canadian health and safety incident. You may also run this report to collect information you can use to manually complete WCB reporting forms.
Navigation	**Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, CAN WCB Incident**
Access Requirements	Enter a Run Control ID.



Runctl Ohs Inc page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Incident Number Enter the **Incident Number.**

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

OHS008BC CAN WCB Incident Report

Description	The CAN WCB Incident Report (Canadian Worker's Compensation Board Incident Report) provides specific incident information required by the Canadian Worker's Compensation Board, such as incident occurrence information, work absence and work resumption, the person responsible, first aid provided, and other WCB-required information.
Report ID	OHS008BC
Type of Report	SQR
Parameters	Incident Number
Source	INCIDENT_DATA, PERSONAL_DATA, NE_PERSONAL_DTA, INJ_PEOPLE_CAN,INJURY_ILL_AID, INJURY_ILL, EMPLOYMENT
Sorted By	No sort sequence

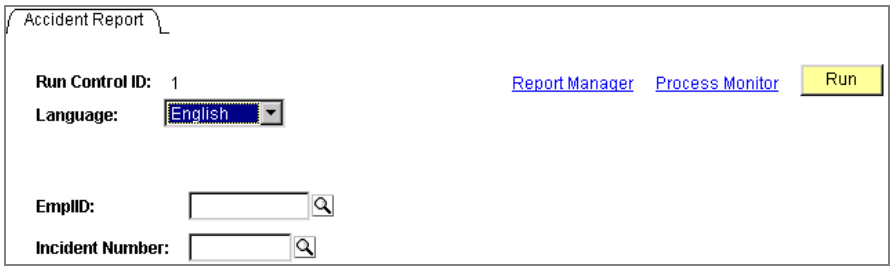
Generating the CHE Accident Report

Use the CHE Accident Report to create an accident report to submit to your company's insurance company following an accident. This report provides the information required by Swiss law in a format accepted by all Swiss insurance companies.

CHE Accident Report Page

Usage	Use the CHE Accident Report page to run the CHE Accident report.
Object Name	RUNCTL_PER002_CHE
Navigation	**Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, CHE Accident Report**

Access Requirements	Enter a Run Control ID.



Accident Report page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language, EmplID.**

Incident Number Enter the **Incident Number.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

CHE Accident Report

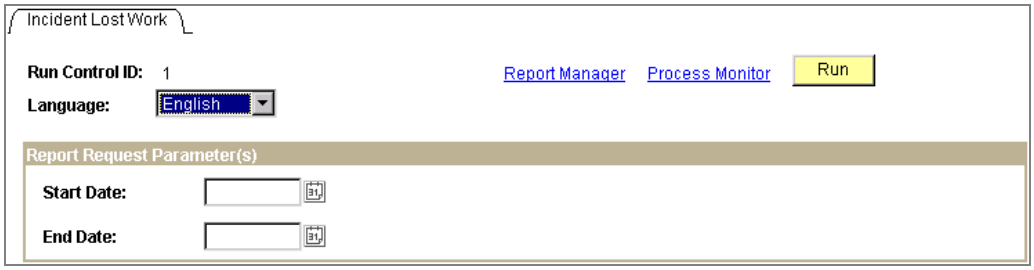
Description	Use the CHE Accident Report to create an accident report to submit to your company's insurance company following an accident. This report provides the information required by Swiss law in a format accepted by all Swiss insurance companies.
Report ID	PER002CHE
Type of Report	SQR
Parameters	EmplID and Incident Number
Source	COMPANY_TBL, PERS_DATA_EFFDT, PERSONAL_DATA, JOBCODE_TBL, INCIDENT_DATA, COMP_PROP_TBL, BODY_PART_TBL, INJURY_NATR_TBL, DIAGNOSIS_TBL, INJ_REHAB_ACTN, COUNTRY_TBL, COMP_RATECD_TBL, BUS_UNIT_TBL_HR, FREQUENCY_TBL, INJURY_ILL_ADDR.
Sorted By	No sorting

Generating the ESP Incident Without Lost Work Report

Use the Incident Without Lost Work report to generate a list of accidents that didn't result in lost work days.

ES Incident Lost Work Page

Usage	Use the Incident Lost Work page to run the ESP Incident Lost Work report.
Navigation	**Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, ESP Incident Without Lost W.**
Access Requirements	Enter a Run Control ID.



Incident Lost Work page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language.**

Start Date Enter the date starting from which you want the report to gather data.

End Date Enter the date to which you want the report to gather data.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

ES Incident Lost Work Report

Description	Use the Incident Without Lost Work report to generate a list of accidents that didn't result in lost workdays. This report prints the Employee

	Name, Gender, NSS, Accident Date, and Accident Type. This report must be printed by Work Center
Report ID	OHS014ES
Type of Report	Crystal
Parameters	Start Date, End Date
Source	PS_INJURY_ILL_VW, PS_PERSONAL_DATA, PS_PERS_NID, PS_INJURY_ILL_ACC, PS_JOB, PS_LOCATION_TBL
Sorted By	Company, Location, Date Reported, Sex.

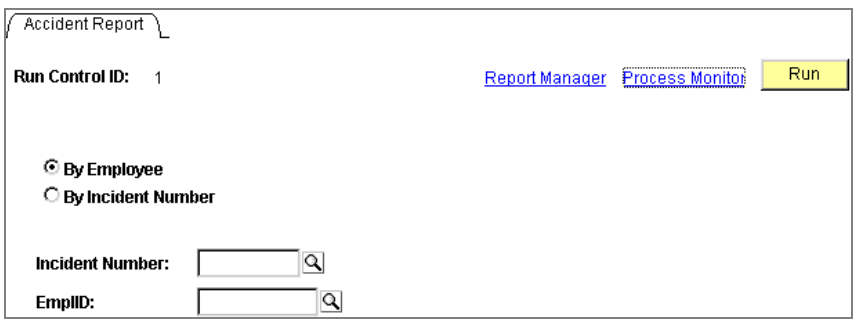
Generating the FRA Work Accident Report

Your PeopleSoft Human Resources system provides you with a French Accident Report (OHS001FR), which you can use to meet accident, injury, and illnesses reporting requirements.

You can run this report for an incident number or for an employee number. The report provides information about who was injured, when the accident occurred, who the witnesses were, whether the employee had an absence or lost work time due to the accident, and other detailed information about the location and context of the accident. You can then use this information to complete the official French report.

FRA Accident Report Page

Usage	Use the Accident Report page to run the FRA Work Accident Report.
Object Name	OHS001FR
Navigation	**Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, FRA Work Accident Report**
Access Requirements	Enter a Run Control ID.



Accident Report page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmplID.**

By Employee or **By Incident Number** — Indicate whether you would like to search by **EmplID** or by **Incident Number**.

Incident Number — Enter the **Incident Number.**

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

FRA Work Accident Report

Description	This produces a Health and Safety Report for France, which tracks information on the employer, the establishment, the casualty, and details of the accident such as witnesses and other third parties.
Report ID	OHS001FR
Type of Report	SQR
Parameters	Incident Number or Employee Number
Source	COMPANY_TBL, JOB, ESTAB_TBL, DEPT_TBL, INJURY_ILL, INCIDENT_DATA, INJURY_ILL_BP, BODY_PART_TBL, INJURY_ILL_NOI, INJURY_NATR_TBL, INJURY_ILL_ADDR, INCIDENT_PEOPLE, PERSONAL_DATA, JOBCODE_TBL, EMPLOYMENT, PERS_NID
Sorted By	No sort sequence

Generating the German Accident Report

To prepare the accident report, you must first enter an incident into the system using Incident Details and, if applicable, Vehicle/Equipment Incident Details.

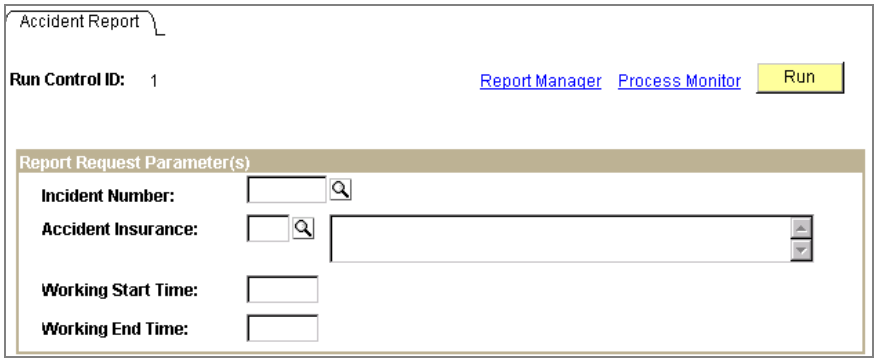
To run an accident report for an incident:

1. First run the SQR process GER Collect Accident Data (OHS501GR) to load the temporary data tables.

2. Then run the Crystal report GER Accident Report (OHS001GR). This report is sent to the insurer.

GER Accident Report Page

Usage	To run an accident report for an incident, first run the GER Collect Accident Data page to load the temporary data tables.
Object Name	RUNCTL_OHS501GR
Navigation	**Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, GER Accident Report**
Access Requirements	Enter a Run Control ID.



Accident Report page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Incident Number Select an **Incident Number**.

Accident Insurance Select the appropriate **Accident Insurance**.

Working Start Time Enter the **Working Start Time**.

Working End Time Enter the **Working End Time**.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

GER Accident Report

Description	This produces an Accident Report For Germany. Because this is a report local to Germany, it is provided only in German. For the incident you select, the report provides information about the person injured, body parts, physician and hospital data, injury source and nature, unsafe acts, hazards, causes, corrective/preventative actions, and witnesses.
Report ID	OHS001GR
Type of Report	Crystal
Parameters	Incident Number, Accident Insurance, Working Start Time , Working End Time
Source	OHS001GER_TMP1, OHS001GER_TMP2
Sorted By	None

Generating the German Illness Report

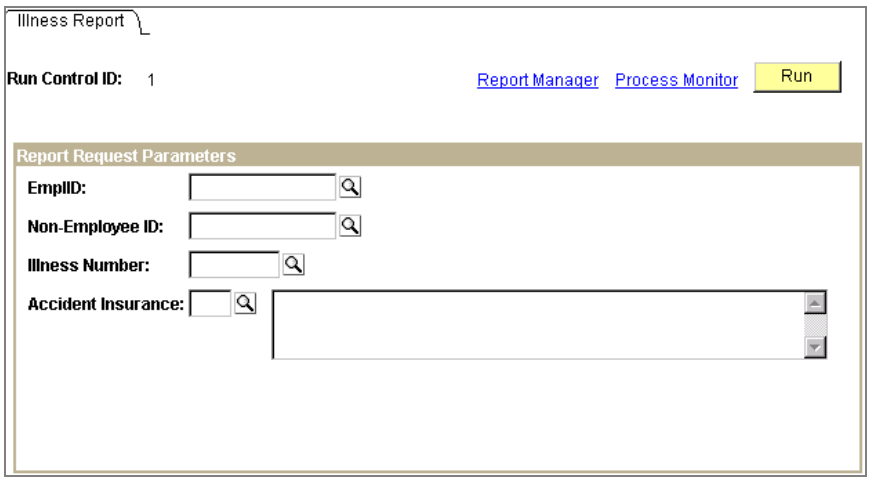
To prepare the illness report, you must first enter an illness into the system using the GER Illness Tracking page group. The details of the illness must also be properly entered into the system.

To run an illness report for an incident:

1. First run the SQR process GER Collect Illness Data (OHS504GR) to load the temporary data tables.
2. Then run the Crystal report GER Illness Report (OHS004GR). This report is sent to the insurer.

GER Illness Report Page

Usage	To run an illness report for an incident, first run the SQR process GER Collect Illness Data (OHS504GR) to load the temporary data tables.
Object Name	RUNCTL_OHS504GR
Navigation	**Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, GER Illness Report**
Access Requirements	Enter a Run Control ID.



GER Illness Report page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, EmplID, Non-Employee ID.**

Illness Number	Select the appropriate Illness Number.
Accident Insurance	Select the appropriate Accident Insurance.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

OHS004GR GER Illness Report

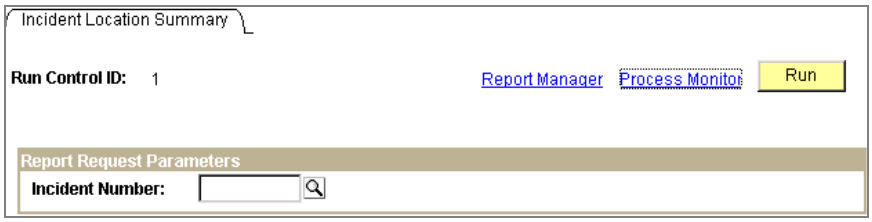
Description	This produces an Illness Report For Germany. The report includes information about the employee/non employee, including personal data, nationality data, children data, job data, and physician data. Because the report is local to Germany, it is available only in German.
Report ID	OHS004GR
Type of Report	Crystal
Parameters	Employee ID, Non Employee ID, Illness Number, Accident Insurance
Source	OHS004GER_TMP1, OHS004GER_TMP2
Sorted By	None

Generating the GER Incident Location Summary Report

This produces an Incident Location Summary Report For Germany. It provides information on travel, mode of transportation, details about whether drugs were involved, and details about people associated with the incident.

GER Incident Location Summary Page

Usage	Use the Incident Location Summary page to create the GER Incident Location Summary report.
Object Name	RUNCTL_OHS003GR
Navigation	**Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, GER Incident Location Summary**
Access Requirements	Enter a Run Control ID.



Incident Location Summary

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Incident Number Enter the **Incident Number.**

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

GER Incident Location Summary Report

Description	This produces an Incident Location Summary Report For Germany. It provides information on travel, mode of transportation, details about whether drugs were involved, and details about people associated with

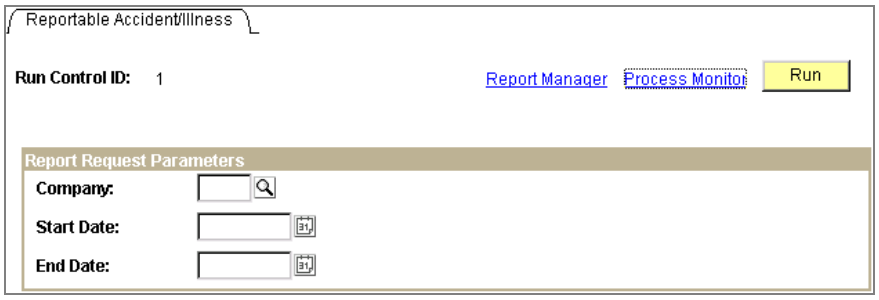
	the incident. Because this report is specific to Germany, it is available only in German.
Report ID	OHS003GR
Type of Report	SQR
Parameters	Incident Number
Source	INC_TRAVEL_DATA, TRANSPORT_TBL, INCIDENT_PEOPLE, INJURY_ILL_VW, NE_PERSONAL_DTA, PERSONAL_DATA, INC_TRAVRPT_GER, INJURY_ILL
Sorted By	None

Generating the GER Reportable Accident/Illness Report

Use the GER Reportable Accident/Illness page to create a Reportable Accident/Illness report to meet German Health and Safety reporting requirements.

GER Reportable Accident/Illness Page

Usage	Use the Reportable Accident/Illness page to run the GER Reportable Accident/Illness report.
Object Name	RUNCTL_OHS002GR
Navigation	**Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, GER Reportable Accdnt/Illness**
Access Requirements	Enter a Run Control ID.



Reportable Accident/Illness page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Company	Select the **Company** whose accidents and illnesses you'd like to report on.
Start Date	Enter the date starting from which you want the report to gather data.
End Date	Enter the date to which you want the report to gather data.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

OHS002GR GER Reportable Accdnt/Illness

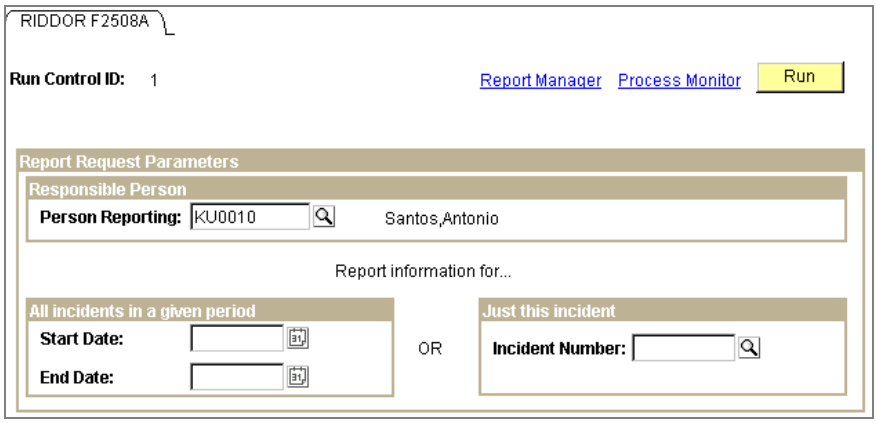
Description	This produces a Reportable Accident /Illness Report For Germany.
Report ID	OHS002GR
Type of Report	SQR
Parameters	Company, From Date, Thru Date
Source	ACCDNT_TYPE_TBL , INJURY_ILL_BP ,INJURY_ILL , INJURY_ILL_ACC, BODY_PART_TBL BPT, JOB
Sorted By	Regulatory Region, Accident Type, Body Part Class, Description

Generating the UK Illness Report

Before running the UK Illness report you must run the SQR process UK Collect RIDDOR Data to load the temporary holding tables. The report output is a Crystal report that exactly duplicates the actual official report. If the data in the report is complete, you should be able to sign it and mail it to the HSE.

UK Illness Report Page

Usage	Use the UK Illness Report page to generate the UK Illness report.
Navigation	**Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, UK Illness Report**
Prerequisites	To prepare the illness report, you must first have entered an incident into the system (using Incident Details), indicated the incident type is an illness, and entered the details of the incident and illness.
Access Requirements	Enter a Run Control ID.



RIDDOR F2508A page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Responsible Person

Person Reporting Select the person reporting the incident or incidents.

All incidents in a given period If you want to report on all the incidents in a given period, enter the dates in this group box.

Start Date Enter the date starting from which you want the report to gather data.

End Date Enter the date to which you want the report to gather data.

Just this incident If you want to report on just one incident, select the incident number in this group box.

Incident Number Select the **Incident Number** you would like to report on.

Click **Run** to run the report using Process Scheduler.

For more information about Process Scheduler, see Process Scheduler.

UK Illness Report

Description	The Report Of A Case Of A Disease (RIDDOR F2508A) provides the information you need to meet the Health and Safety Reporting Requirements in the UK. The report output exactly duplicates the actual

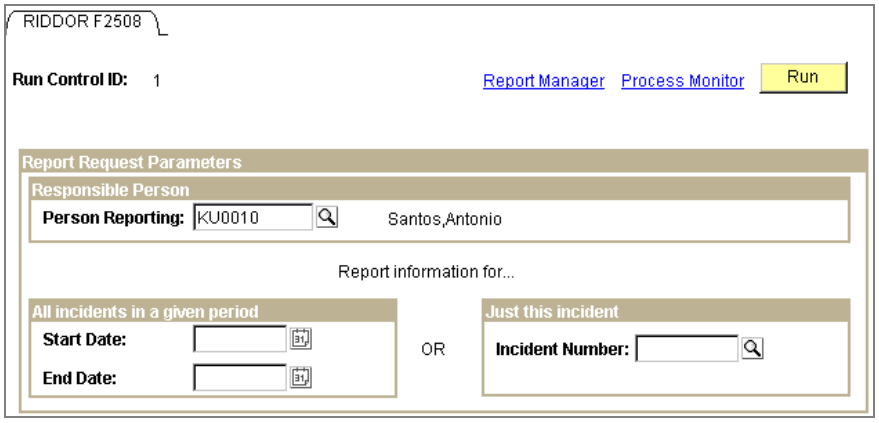
	official report. If the data in the report is complete, you should be able to sign it and mail it to the HSE.
Report ID	OHS002UK
Type of Report	Crystal
Parameters	From date, Thru Date, Incident Number, Person Reporting
Source	OHS_501UK_TMP1, OHS_501UK_TMP2
Sorted By	No sort sequence

Generating the UK Injury or Dangerous Occurrence Report

Before running the UK Injury or Dangerous Occurrence report you must run the SQR process UK Collect RIDDOR Data to load the temporary holding tables. The report output is a Crystal report that exactly duplicates the actual official report. If the data in the report is complete, you can just sign it and mail it to the HSE.

UK Injury/Dang. Occ. Report (Injury/Dangerous Occupation Report Page

Usage	Use the UK Injury/Dang. Occ. Report page (United Kingdom Injury/Dangerous Occurrence Report page) to generate the UK Injury/Dangerous Occurrence report.
Navigation	**Monitor Workplace, Monitor Health/Safety (GBL), Rep. Lcl, UK Injury/Dang. Occ. Report**
Prerequisites	To prepare the injury and dangerous occurrence report, you must first have entered an incident into the system using Incident Details.
Access Requirements	Enter a Run Control ID.



RIDDOR F2508 page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID.**

Responsible Person

Person Reporting Select the person reporting the incident or incidents.

All incidents in a given period If you want to report on all the incidents in a given period, enter the dates in this group box.

Start Date Enter the date starting from which you want the report to gather data.

End Date Enter the date to which you want the report to gather data.

Just this incident If you want to report on just one incident, select the incident number in this group box.

Incident Number Select the **Incident Number** you would like to report on.

Click **Run** to run the report using Process Scheduler.



For more information about Process Scheduler, see Process Scheduler.

UK Injury/Dangerous Occurrence Report

Description	The Injury Or Dangerous Occurrence (RIDDOR F2508) report provides the data about health and safety incidents needed to meet the Health and Safety Reporting Requirements in the UK.
Report ID	OHS001UK
Type of Report	Crystal
Parameters	From date, Thru Date, Incident Number, Person Reporting
Source	OHS_501UK_TMP1, OHS_501UK_TMP2
Sorted By	No sort sequence

CHAPTER 20

Running Managing Company Cars Reports

This section explains how to generate Managing Company Cars reports and details the output results of those reports.

For a complete alphabetical listing of all PeopleSoft Human Resources reports, see List of Reports in PeopleSoft Human Resources.

List of Managing Company Cars Reports

Report Name	*Report ID*	*Location*	*Global or Local*
Car List Report	CAR003	Compensate Employees, Administer Company Cars (GBL), Report, Car List	GBL
Print P11D Section A Report	CAR002	Compensate Employees, Administer Company Cars (GBL), Rep Lcl, UK Print P11D Section A	UK

Generating a Car List Report

This report provides a list of cars in the company's fleet. Basic information such as make, model, registration number, year, and color is given.

For more information on how this report is related to the Managing Company Cars process, see Reporting on Company Car Fleet Information.

Car List Page

Usage	Use this report to produce a list of cars in the company's fleet. Basic

	information such as make, model, registration number, year, and color is given.
Navigation	**Compensate Employees, Administer Company Cars (GBL), Report, Car List**
Access Requirements	Enter a Run Control ID.



Car List page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **User ID** and **Run Control ID.**

Car List Report

Description	Use this report to produce a list of cars in the company's fleet. Basic information such as make, model, registration number, year, and color is given.
Report ID	CAR003
Type of Report	SQR
Parameters	User ID, Run Control ID
Source	PRCSRUNCNTL
Source Records	CAR_DATA, CAR_MODEL
Sorted By	Car ID

For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

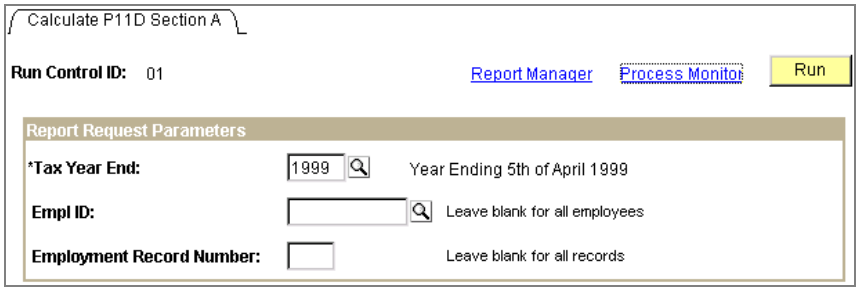
Generating a Print P11D Section A Report

This is a UK-specific report you use to print the results from the CAR001 process in a format similar to the UK government form P11D. It isn't the P11D itself, but you can use it to verify with the employee that the data is correct.

For more information on how this report is related to the Managing Company Cars process, see Tracking Local Functionality.

UK Print P11D Section A - Print P11D Section A Page

Usage	This is a UK-specific report you use to print the results from the CAR001 process in a format similar to the UK government form P11D.
Object Name	RUNCTL_COMPCAR001
Navigation	• **Compensate Employees, Administer Company Cars (GBL), Proc Lcl, UK Calculate P11D Section A, Calculate P11D Section A** • **Compensate Employees, Administer Company Cars (GBL), Rep Lcl, UK Print P11D Section A, Print P11D Section A**
Prerequisites	Run the CAR001 report process.
Access Requirements	Enter a Run Control ID.



UK Print P11D Section A - P11D Section A page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **User ID** and **Run Control ID.**

Tax Year End The tax-year end-date is defined on the Translate table.

Empl ID (employee ID) Leave this field blank to run the report for all eligible employees, or enter an ID to run the report for only one employee.

Employment Record Number Leave this field blank to run the report for all employee records, or enter an employment record number to run the report on only one employee record.

Print P11D Section A Report

Description	This is a UK-specific report you use to print the results from the CAR001 process in a format similar to the UK government form P11D.
Report ID	CAR002
Type of Report	SQR
Parameters	Tax Year End, Employee ID, Employment Record Number
Source	RUNCTL_COMPCAR001
Source Records	P11D_SEC_A_UK, PERSONAL_DATA, RUN_CNTL_CAR
Sorted By	Employee ID, Car ID, Tax Year End



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

Employee Name	Employee ID	Department	Empl Type	Job Title	Absence Type	Begin Date	Return Date	Duration Days	Hours	Paid?	Approved?	Reason
Espinosa,Carmichael	KU0015	HR	S	Conslnt Sr	Sickness	01/05/1999	01/07/1999	3.000	24.0	Yes	Yes	
Santos,Antonio	KU0010	HR	H	Admin Asst	Sickness	06/03/1999	06/06/1999	3.000	24.0	Yes	Yes	
					Sickness	06/03/1999	06/06/1999	3.000	24.0	Yes	Yes	

End of Report

Regulatory Region	Employee Name	ID	Absence Type	Number of Absence Periods	Duration of Absenc
FRA	Berger,Maurice	KF0001	Non Occ D	1	6
			Other	1	3
				2	9
	Dante,Beatrice	KF0010	Maternity	1	106
				1	106
	Grioux,Ghislaine	KF0002	Non Occ D	2	21
				2	21
	Halcyon,D'orothea	KF0005	Non Occ D	1	1
				1	1
			Region Totals	6	137
NLD	Bakker,Kees den	KN0003	Sickness	1	12
			Accident	1	21
				2	33
	Schipper,Annemiek	KN0002	Maternity	1	206
				1	206
	Willemse-Buiten,Margreet	KN0005	Sickness	1	48
			Maternity	1	90
			Ill aft Mt	1	35
				3	173
			Region Totals	6	549
USA	Espinosa,Carmichael	KU0015	Sickness	1	3
				1	3
	Santos,Antonio	KU0010	Sickness	2	6
				2	6
			Region Totals	3	558
			Grand Totals	15	1244

Regulatory Region	Department	Employee Name	ID	Emp Type	Job Title	Begin Date	Return Date	Days Absent	Total Working Days	%
USA	HR	Espinosa,Carmichael	KU0015	S	Conslnt Sr	01/05/1999	01/07/1999	3		
								3	261	1.15
		Santos,Antonio	KU0010	H	Admin Asst	06/03/1999	06/06/1999	3		
						06/03/1999	06/06/1999	3		
								6	261	2.30

End of Report

Department	Employee Name	ID	Empl Type	Job Title	Total Number of Absences	Total Number of (Days)	Bradford Score	Regulatory Region
SMENG	Tendulkar,Indira	KG0001	S	MD	3	9	81	GBREN
SMSCO	Campbell,Elaine	KG0006	S	MEX	2	4	16	GBRSC

Department: KN001 Headquarters - Netherlands
Period: 5-2000 till 6-2000
Maternity Leave: I
Partial Illness: I
Longterm Illness: I
Inlcude Hierarchy: Y

	Total	SEX	
		Male	Female
Illness Percentage	13.4	1.8	36.1
Illness Frequency	0.3	0.3	0.3
Average Illness Length of Ended Illnesses	6.0	7.0	5.0
Number of Ended Illnesses	2	1	1
Number of Ended Illnesses per Length Category			
1- 7 days	2	1	1
8- 14 days	0	0	0
15- 30 days	0	0	0
31-365 days	0	0	0
366->> days	0	0	0
Number of Newly Started Illnesses	3	2	1
Number of Actual Illnesses	4	2	2
Full Time Equivalent (FTE)	8.9	5.9	3.0
Number of Employments	9.0	6.0	3.0
Available Calendar Days	541.5	358.5	183.0
Illnes Days (Calendar Days)	72.5	6.5	66.0
Number of Employments without Illness	5.0	4.0	1.0

Department: KN001 Headquarters - Netherlands
Period: 5-2000 till 6-2000
Maternity Leave: I
Partial Illness: I
Longterm Illness: I

	Total	10- 19	20- 29	30- 39	40- 49	50- 59	60-999
Illness Percentage	13.4	0.0	8.2	18.8	0.0	0.0	0.0
Illness Frequency	0.3	0.0	1.0	0.3	0.0	0.0	0.0
Average Illness Length of Ended Illnesses	6.0	0.0	5.0	7.0	0.0	0.0	0.0
Number of Ended Illnesses	2	0	1	1	0	0	0
Number of Ended Illnesses per Length Category							
1- 7 days	2	0	1	1	0	0	0
8- 14 days	0	0	0	0	0	0	0
15- 30 days	0	0	0	0	0	0	0
31-365 days	0	0	0	0	0	0	0
366->> days	0	0	0	0	0	0	0
Number of Newly Started Illnesses	3	0	1	2	0	0	0
Number of Actual Illnesses	4	0	1	3	0	0	0
Full Time Equivalent (FTE)	8.9	0.0	1.0	5.9	1.0	1.0	0.0
Number of Employments	9.0	0.0	1.0	6.0	1.0	1.0	0.0
Available Calendar Days	541.5	0.0	61.0	358.5	61.0	61.0	0.0
Illnes Days (Calendar Days)	72.5	0.0	5.0	67.5	0.0	0.0	0.0
Number of Employments without Illness	5.0	0.0	0.0	3.0	1.0	1.0	0.0

End of Report

Adverse Impact Summary

Adverse Impact by EEO Groups

ACTION	Comparison EEO Group	EEO Groups			
	White	Black	Hispanic	Asian	Am.Indian
Hiring Rate	N/A	NO	NO	NO	NO
Promotion Rate	N/A	YES	NO	YES	NO
Termination Rate	N/A	NO	NO	NO	NO

Adverse Impact by Gender

Action	Comparison Gender Group	
	Male	Female
Hiring Rate	N/A	YES
Promotion Rate	N/A	NO
Termination Rate	N/A	NO

Adverse Impact Detail

Success Rate for EEO Groups

ACTION	White	Black	Hispanic	Asian	Am.Indian
					Success Rate for Comparison EEO Groups
#Applicants	220	11	5	10	7
Applicants %	88.35 %	4.42 %	2.01 %	4.02 %	2.81 %
#Hires	220	11	5	10	7
Hire %	88.35 %	4.42 %	2.01 %	4.02 %	2.81 %
#Promotions	5	0	1	1	0
Promotion %	71.43 %	0.00 %	14.29 %	14.29 %	0.00 %
#Terminations	1	0	0	0	0
Terminations %	**.** %	0.00 %	0.00 %	0.00 %	0.00 %
Total # Employees as of Thru Date	21	8	2	8	3
Total %	45.65 %	17.39 %	4.35 %	17.39 %	6.52 %

Success Rate

Action	Male	Female
		Success Rate for Comparison Gender Group
#Applicants	126	123
Applicants %	50.60 %	49.40 %
#Hires	126	123
Hire %	50.60 %	49.40 %
#Promotions	4	3
Promotion %	57.14 %	42.86 %
#Terminations	1	0
%	**.** %	0.00 %
Total # Employees as of Thru Date	24	22
	52.17 %	47.83 %

End of Report

	<--------- U K E T H N I C G R O U P ---------->						<---- S E X ---->		
Actions	EU-UK	EU-Other	African	Afro Carib	Asian	Other	Male	Female	Total
Total Applicants	13	1	0	0	0	0	10	4	14
Total Offers	2	1	0	0	0	0	2	1	3
	15.38	100.00	0.00	0.00	0.00	0.00	20.00	25.00	21.43
% Impact	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hired	2	1	0	0	0	0	2	1	3
	15.38	100.00	0.00	0.00	0.00	0.00	20.00	25.00	21.43
% Impact	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

* Totals may include applicants which have not been given a UK ethnic status

Job Group :

MALES					FEMALES				
Am Indian	Asian	Black	Hispanic	White	Am Indian	Asian	Black	Hispanic	White
0	3	0	0	11	1	3	2	0	9
0 %	10 %	0 %	0 %	38 %	3 %	10 %	7 %	0 %	31 %
0	3	0	0	11	1	3	2	0	9
0 %	10 %	0 %	0 %	38 %	3 %	10 %	7 %	0 %	31 %
0	0	0	0	0	0	0	0	0	0
0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %
0	0	0	0	2	0	0	0	0	2
0 %	0 %	0 %	0 %	50 %	0 %	0 %	0 %	0 %	50 %
0	4	0	0	9	1	3	2	0	7

16	15	9
55 %	52 %	31 %
16	15	9
55 %	52 %	31 %
0	0	0
0 %	0 %	0 %
2	2	0
50 %	50 %	0 %
15	13	10

Req Number	Job Code	Position Position Status	New Repl Title	Date Apprvd	Recruitment Open Date	Recruitment Close Date	Recruiter	Number Candidates	Expenses To Date
000001		Open	Repl		03/10/1999			0	0.00
000002		Open	Repl		03/10/1999			0	0.00
000003		Open	Repl		03/10/1999			0	0.00
000004		Open	Repl		03/10/1999			0	0.00
000005		Open	Repl		03/10/1999			0	0.00
000006		Open	Repl		03/10/1999			0	0.00
000007		Open	Repl		03/10/1999			0	0.00
000008		Open	Repl		03/10/1999			0	0.00

SAMPLE JOB DESCRIPTION

Requisition#: 190001
Title: HRIS Specialist
Salary: 39,600 USD - 62,110 USD

DESCRIPTION
Responsible for HRIS activities.

DUTIES
The successful applicant will work in administration of corporate compensation and benefits programs as well as the PeopleSoft HRMS system. You will provide advanced professional support in the areas fo compensation and benefits administration such as job analysis and evaluation, benefit program admin (ie medical, life, pension etc). Aids in the administration of performance appraisal and salary administration programs, reviewing changes in wages and salaries for conformance to policy. Audits evaluation of positions, applications of existing job classifications and efficiency of HRMS system.

EDUCATION:

Bachelor's degree in Business, HR Management or related areas. Thorough knowledge required in all areas of compensation and benefit program design, administration and maintenance, job evaluation, Federal and State regulations, statistical analysis, and general business administration in areas related to assignment.

EXPERIENCE:

2 to 3 years experience in an HR department with exposure to an HRMS system. Benefits Administration experience preferred.

SKILLS:

PC Literacy in Microsoft Office Products

Effective Date: 09/08/2000

Req Number	Job Code	Position No.	Status	New/ Repl	/	Date Apprvd	Candidate ID Name	Status Step	Offer
110002	KB0004		Open			05/15/2000	KBA002	Active	
				Overbeeke,Sabine			De Wilde,Gilles		
							KBA002	Active	
							De Wilde,Gilles		
							KBA003	Active	
							Rubens,Camille		
		3		0		0			
		3		0		0			

Requisition Number	Job Code	Position Number	Status	Title	Recruiter	Applicant	Duration	Expense Type	Amount
000001			Open						
									0.00
000002			Open						
									0.00
000003			Open						
									0.00
000004			Open						
									0.00
000005			Open						
									0.00
000006			Open						
									0.00
000007			Open						
									0.00
000008			Open						
									0.00

0.00

0.00

PeopleSoft

Report ID: APP008 — JOB REQUIREMENT SEARCH - POINTS — Page No. 1
Job Requisition# 290006 — Matched Against Applicants — Run Date 09/01/2000
Department ID KU001 — Run Time 13:35:52
Position # 19000004

Empl/Appl ID / Name	Status	Total Points Percent	Total Points Min Req Pct	Education Highest Educ Lvl	Education Required Pts	Competency Points	Competency Required Pts	Accomplishment Points	Accomplishment Required Pts
A0002 Doe,John		60.0	0.0	Not Indic	0.0	0.0	0	3	6	0
A0002 Stevenson,Christelle		60.0	0.0	Not Indic	0.0	0.0	0	3	6	0
A0002 Doe,John		50.0	21.0	Not Indic	0.0	3.0	0	3	6	0
A0002 Stevenson,Christelle		50.0	21.0	Not Indic	0.0	3.0	0	3	6	0
A0008 Saint-Amand,Marcel		40.0	0.0	Not Indic	0.0	0.0	0	3	3	0
A0008 Saint-Amand,Marcel		33.3	21.0	Not Indic	0.0	3.0	0	3	3	0
A0001 Brooke,Gordon		20.0	0.0	Master's	4.5	0.0	0	3	0	0
A0001 Brooke,Shaun		20.0	0.0	Master's	0.0	0.0	0	3	0	0
A0001 Brooke,Gordon		16.7	21.0	Master's	4.5	3.0	0	3	0	0
A0001 Brooke,Shaun		16.7	21.0	Master's	0.0	3.0	0	3	0	0
A0003 Santos,Antonio		20.0	0.0	Not Indic	0.0	0.0	0	3	0	0
A0003 Santos,Antonio		16.7	21.0	Not Indic	0.0	3.0	0	3	0	0
A0004 Espinosa,Carmichael		20.0	0.0	Not Indic	0.0	0.0	0	3	0	0

A0004
** Search Parameters — Minimum Education Level - — Minimum Total Points - 18
Competencies -
Tests -

Name: Brown,Katrina

Customer Representative

Interview Date
07/21/2000

TIME	INTERVIEW	INTERVIEWER	TITLE	WORK PHONE
9:30 AM - 10:30 AM	Interview	Locherty,Betty	Dir-Finan	

Job Requisition # = 290006 Job Code = KU004 Mgr-Emp/Rc
Department ID = KU001 HR
Position # = 19000004
Requirements Search - Applicants

Appl ID	Applicant Name
A0001	Brooke,Gordon
A0009	Brown,Katrina
A0012	Ironside,Diane
KBA002	De Wilde,Gilles
KBA003	Rubens,Camille
KGA005	McGuire,Maureen
KGA009	O'Malley,Michael
KNA002	Horst,Rinus van de
KNA003	Smits,Miranda
KNA004	Botman,Karel

Total Candidates in this category 10

Requisition	Source	Employee Name	Specific Source	Total Applicants (By specific Source)	%Applicants (By specific Source)
010009	Advertisement			2	100.00 %
010009	Unknown			2	100.00 %
010010	Advertisement		Personnel Today	2	100.00 %
010010	Employee			1	100.00 %
110001	Advertisement		Internet	1	100.00 %
110001	Unknown			1	100.00 %
110002	Job Posting			1	50.00 %
110002	Job Posting		Internet	1	50.00 %
120001	Advertisement			1	100.00 %
120001	Unknown			1	100.00 %
120002	Advertisement			1	100.00 %
120002	Unknown			1	100.00 %
120003	Advertisement			1	100.00 %
120003	Unknown			1	100.00 %
120004	Advertisement			1	100.00 %
120004	Unknown			2	100.00 %
120005	Advertisement			1	100.00 %
120005	Unknown			1	100.00 %
190001	Advertisement			2	100.00 %
220001	Job Posting			2	66.67 %

Source	Employee Name	Specific Source	Total Applicants (By specific Source)	%Applicants (By specific Source)
			3	100.00 %
Advertiseme			8	72.73 %
Advertiseme		Internet	2	18.18 %
Advertiseme		Personnel Today	1	9.09 %
Employee			1	100.00 %
Job Posting			3	75.00 %
Job Posting		Computable	1	25.00 %
Unknown			12	100.00 %

End of Report

Job Posting ID	220001	Status Filled	Date 05/01/1993

Company	GBI	Global Business Institute	
Location	KN01	Amsterdam	
Department	KN005	Education Services Netherlands	
Works Council			
Job	KN0006	Technical Training Specialist	
Start Date			
Open Position #	0		
Job Description			
Shift	N		
Standard Hours	40		
Work Period	W	Weekly	
Compensation Category	From KN01 / 006 / 1		To KN01 / 006 / 4
Recruiter			

Job Requirements

Prior Works Experience	0.0 Years
School Education	A-Not Indicated

Professional Education

Skills

Tests

Works Council	WCID1	Works Council - Osnabruck

Job Posting ID	290008	Status Open	Date 08/31/2000

Company	KW1	Business Institute Switzerland
Location	KD912	Munich
Department	KD001	Headquarters
Job	KD0002	Sales Manager

Start Date
Open Position # 1

Job Description

Shift
Standard Hours 40
Work Period W Weekly
Compensation Category From KD01 To KD01

Recruiter

Job Requirements

Prior Works Experience 0.0 Years

School Education A-Not Indicated

Professional Education

Skills

Tests

End of Report

ID	Applicant Name	Applicatn Purge Date	Date	Status	Status Date
A0003	Santos,Ant	08/01/1997		Active	08/01/1997
A0004	Espinosa,C	10/02/1980		Active	10/02/1980
A0005	Griffiths,	12/01/1989		Active	12/01/1989
A0006	Davies,Cra	02/16/1980		Active	02/16/1980
A0007	Johnson,Ca	01/14/1980		Active	01/14/1980
A0008	Saint-Aman	06/26/1990		Active	06/26/1990
A0009	Brown,Katr	01/01/1980		Active	05/29/2000
A0010	Rudniski,K	12/04/1999		Hired	06/06/2000
A0011	Fisher,Gab	12/01/1999		Hired	06/06/2000
A0012	Ironside,D	12/01/1999		Active	12/01/1999
KGA001	O'Flaherty	06/15/1999		Hired	06/27/2000
KGA002	Spicer-Jon	11/08/1998		Active	11/08/1998
KGA004	Mendonca,C	11/11/1998		Active	11/11/1998
KGA005	McGuire,Ma	06/18/1999		Active	06/18/1999
KGA008	Burke,Kath	06/08/1999		Active	06/08/1999
KGA009	O'Malley,M	06/06/1999		Active	06/06/1999
KNA002	Horst,Rinu	04/13/1993		Active	07/03/2000
KNA003	Smits,Mira	04/15/1993		Active	07/03/2000
KNA004	Botman,Kar	10/15/1997		Active	10/15/1997

End of Report

FTE

SetID: USA Department: ALG Research

Date	
01/01/1996	C (0.00)
	AA (2.00)
	U (0.00)
	F (0.00)
	B (0.00)
	OO (2.00)
01/02/1996	C (0.00)
	AA (2.00)
	U (0.00)
	F (0.00)
	B (0.00)
	OO (2.00)
01/03/1996	C (0.00)
	AA (2.00)
	U (0.00)
	F (0.00)
	B (0.00)
	OO (2.00)
01/04/1996	C (0.00)
	AA (2.00)
	U (0.00)
	F (0.00)
	B (0.00)
	OO (2.00)
01/05/1996	C (0.00)
	AA (2.00)
	U (0.00)
	F (0.00)
	B (0.00)
	OO (2.00)
01/06/1996	C (0.00)
	AA (2.00)
	U (0.00)
	F (0.00)
	B (0.00)
	OO (2.00)
01/07/1996	C (0.00)
	AA (2.00)
	U (0.00)
	F (0.00)

C = Classified Cap A = Classified Actual U = Unclassified Cap F = Unclassified Actual B = All Cap O = Total Actual

Posn Pool	Posn Nbr	JobCd SetID	JobCode	Empl ID	Empl Rcd	Message ID	Message
	00009991	USA	T111	PRE-ENCUMB	1	000001	Funding level not found. The funding level for the Employee/Position/Job Requisition being processed was not found. Check the Dept Budget or Encumb Default tables to make sure funding has been established. PSPENFDL:FUNDING LEV NOT FOUND;PROCESSING POSN PRE-ENCUMB;CHECK PS_DEPT_BUDGET
T13	00009992	USA	T333	PRE-ENCUMB	1	000001	Funding level not found. The funding level for the Employee/Position/Job Requisition being processed was not found. Check the Dept Budget or Encumb Default tables to make sure funding has been established. PSPENFDL:FUNDING LEV NOT FOUND;PROCESSING POSN PRE-ENCUMB;CHECK PS_DEPT_BUDGET

Department Errors 2

Total Errors 2

End of Report

Report Option: Earnings Distribution
SetID: USA Department: T9000 - ALG Research Fiscal Year: 1996

POSITION #	STATUS		FUNDING LEVEL	ACCOUNT CODE	EARN CODE	SEQ	BUDGET AMOUNT	DIST. %	FUNDING End Date	TOTAL FTE
00009390	ACTIVE	Research Janitorial	PN	000001019		1		100.000		0.00
				000001030	TO5	1	1000.00			
				000001032	TO5	2	800.00			
				000001034	TO5	3		100.000		
				000001021	TRG	1	2500.00			
				000001023	TRG	2		100.000		
				000001042	TSH	1		100.000		

Total Number of Positions Processed: - 1

End of Report

SetID: USA Department: T1000 - University Administration Fiscal Year: 1996

LEVEL#	DEPTID	DEPT NAME	CLASS INDC	FTE CAP	FTE ACTUAL	FTE VARIANCE	ALL FTE CAP		ALL FTE VARIANCE
3	T1000	University Administration	Temporary	4.00	2.50	1.50	22.50	17.75	4.75
4	T1100	University Human Resources	None budgeted for Classified, Temporary, & Unclassified				None budgeted for All Classified		
4	T1200	Board of Trustees	None budgeted for Classified, Temporary, & Unclassified				None budgeted for All Classified		
4	T1300	University MIS Dept	None budgeted for Classified, Temporary, & Unclassified				None budgeted for All Classified		
3	TOTAL	T1000		4.00	2.50	1.50	22.50	17.75	4.75

Total Records Processed: 4.00

End of Report

Employees name: Tendulkar,Indira NI Number:

	Car 1	Car 2
Make and Model	BMW 528i SE	
Date first registered	01-03-1999	
Available to director/employee from	04-02-1995	
to	present	
Director/employees business mileage in car	18,000 or more	
Payment received for private use of car	0.00	
(a) Price of the car	30,910.00	
(b) Price of optional accessories available when car first available to director/employee	0.00	
Total car and accessories (a+b)	30,910.00	
Price of accessories added after car first made available to director/employee	0.00	
Capital contributions made by director/employee towards cost of car or accessories	0.00	
Car Benefit Charge	3,606.17	
Fuel provided other than for business travel	Yes	
Director/employee required to reimburse full cost	Yes	
If yes, did he/she actually do so	Yes	
Engine Type	Petrol	
Engine Size	over 2000cc	
Fuel Benefit charge	0.00	

Car ID	Registration Number	VIN	Engine Type	Engine Size	Color	Model Description	
0000010	T451 RBI	1997745 AX 8821	Petrol	1800	Silver	Ford	Mondeo 1.8 GLX
0000011	T932 GHY	6782514 GB 3AX	Petrol	2800	Black	BMW	328i SE
0000012	V251 AXR	83434 GS 23245S	Petrol	2000	Green	Audi	A4
0000013	V958 FGF	948377 FG 366D	Petrol	1600	Red	Ford	Escort 1.6i
0000014	T871 GHD	8874646 GH 276X	Petrol	1200	Blue	Vauxhall	Corsa CDX
0000015	T756 HGB	17964FT665V	Petrol	2800	White	BMW	528i SE
0000016	V765 YFG	88734653 TG 4D	Petrol	3200	Green	Jaguar	XJ8

Employee Career Plan

Employee ID: KU0015

Name: Espinosa,Carmichael

Plan Date	Evaluation Type	Career Move	Option No.	Job Description	Setid	Department	Readiness
06/07/2000							
	Approved/Official	1st Move	1	Project Manager	SHARE	Lab Facility	Ready Now
	Approved/Official	1st Move	2	Business Development Analyst	SHARE	Business Services	1 - 2 Yrs
	Approved/Official	1st Move	3	Manager-HR Systems	SHARE	Information Systems	1 - 2 Yrs
	Approved/Official	2nd Move	1	Director-IT	SHARE	Information Systems	3 - 5 Yrs

End Of Report

Employee Career Training Plan

Employee ID: KU0015
Name: Espinosa,Carmichael

Career Plan Date	Course Title	Sequence	School	Reason	Est Completion	Act Completion
06/07/2000						
	Leadership Skills for Managers	1		Job Reqmt		
	Project Management	2		Job Reqmt		
	Conducting Performance Reviews	3		Job Reqmt		

End Of Report

SETID	Salary Grade	Currency Code	Minimum	Midpoint	Maximum	Midpoint Differential	Range Spread
EX	000/	VU	110,700	110,700	110,700		0.00%
EX	000/	IV	118,400	118,400	118,400	-6.50%	0.00%
EX	000/	III	125,900	125,900	125,900	-5.96%	0.00%
EX	000/	II	136,700	136,700	136,700	-7.90%	0.00%
EX	000/	I	151,800	151,800	151,800	-9.95%	0.00%
GM	000/	18	97,371	97,371	97,371	55.90%	0.00%
GS	000/	18	97,371	97,371	97,371	0.00%	0.00%
GM	000/	17	83,032	88,568	94,104	9.94%	13.33%
GS	000/	17	83,032	88,568	94,104	0.00%	13.33%
GM	000/	16	72,298	81,043	89,787	9.29%	24.19%
GS	000/	16	72,298	81,043	89,787	0.00%	24.19%
GM	000/	15	72,525	83,406	94,287	-2.83%	30.01%
GS	000/	15	74,773	85,987	97,201	-3.00%	29.99%
GM	000/	14	61,656	70,904	80,151	21.27%	30.00%
GS	000/	14	63,567	73,103	82,638	-3.01%	30.00%
GM	000/	13	52,176	60,002	67,827	21.83%	30.00%
GS	000/	13	53,793	61,862	69,930	-3.01%	30.00%
GS	000/	12	45,236	52,022	58,808	18.91%	30.00%
GS	000/	11	37,744	43,405	49,066	19.85%	30.00%
GS	000/	10	34,353	39,506	44,658	9.87%	30.00%
GS	000/	09	31,195	35,875	40,555	10.12%	30.00%
GS	000/	08	28,242	32,477	36,711	10.46%	29.99%
GS	000/	07	25,501	29,326	33,151	10.74%	30.00%
GS	000/	06	22,948	26,391	29,833	11.12%	30.00%
GS	000/	05	20,588	23,675	26,762	11.47%	29.99%
GS	000/	04	18,401	21,160	23,918	11.89%	29.98%
GS	000/	03	16,392	18,849	21,306	12.26%	29.98%
GS	000/	02	15,023	16,965	18,907	11.11%	25.85%
GS	000/	01	13,362	15,040	16,718	12.80%	25.12%
ES	000/	00	102,300	110,350	118,400	-86.37%	15.74%
SL	000/	00	89,728	104,064	118,400	6.04%	31.95%
ST	000/	00	89,728	104,064	118,400	0.00%	31.95%
GS	049/	1U	35,498	40,651	45,803		29.03%
GS	049/	09	32,235	36,915	41,595	10.12%	29.04%
GS	049/	08	30,124	34,359	38,593	7.44%	28.11%
GS	049/	07	28,901	32,726	36,551	4.99%	26.47%
GS	049/	06	26,773	30,216	33,658	8.31%	25.72%
GS	049/	05	25,390	28,477	31,564	6.10%	24.32%
GS	049/	04	22,079	24,838	27,596	14.65%	24.99%
GS	049/	03	19,668	22,125	24,582	12.26%	24.98%
PJCSI	CNT/	PHO	36,000	43,500	51,000		41.67%
PSUSI	CNT/	PRO	68,000	75,000	82,000	-42.00%	20.59%
PSUSI	CNT/	LIB	62,500	68,000	73,500	10.29%	17.60%
PJCSI	CNT/	CHR	43,500	52,250	61,000	30.14%	40.23%
PSUSI	CNT/	CHR	75,000	87,500	100,000	-40.29%	33.33%
PJCSI	CNT/	AST	30,000	36,000	42,000	143.06%	40.00%
PSUSI	CNT/	AST	62,500	68,000	73,500	-47.06%	17.60%
PACSI	EXM/	3U	29,000	34,500	40,000		37.93%
PACSI	EXM/	2	24,500	28,750	33,000	20.00%	34.69%
PACSI	EXM/	1	20,500	24,250	28,000	18.56%	36.59%
PSUSI	HRL/	3U	32,760	41,340	49,920		52.38%
PSUSI	HRL/	2	26,000	32,760	39,520	26.19%	52.00%
PSUSI	HRL/	1	20,800	26,000	31,200	26.00%	50.00%
BEL01	KB0/	004	1,851,200	2,175,680	2,500,160		35.06%
BEL01	KB0/	003	1,372,800	1,612,000	1,851,200	34.97%	34.85%
BEL01	KB0/	002	979,680	1,176,240	1,372,800	37.05%	40.13%
BEL01	KB0/	001	700,960	840,320	979,680	39.98%	39.76%
SHARE	KC0/	009	70,512	83,928	97,344		38.05%
SHARE	KC0/	008	64,896	75,265	85,634	11.51%	31.96%
SHARE	KC0/	007	54,558	63,367	72,176	18.78%	32.29%
SHARE	KC0/	006	41,101	48,651	56,202	30.25%	36.74%
SHARE	KC0/	005	32,614	38,459	44,304	26.50%	35.84%
SHARE	KC0/	004	23,504	28,300	33,095	35.90%	40.81%
SHARE	KC0/	003	21,195	24,378	27,560	16.09%	30.03%
SHARE	KC0/	002	16,952	19,531	22,110	24.81%	30.43%
SHARE	KC0/	001	11,142	15,597	20,051	25.23%	79.95%
SHARE	KC0/	008	100,000	107,500	115,000		15.00%
SHARE	KC0/	007	85,000	95,000	105,000	13.16%	23.53%
SHARE	KC0/	006	75,000	80,000	85,000	18.75%	13.33%
SHARE	KC0/	005	65,000	70,000	75,000	14.29%	15.38%
SHARE	KC0/	004	55,000	60,000	65,000	16.67%	18.18%
SHARE	KC0/	003	45,000	50,000	55,000	20.00%	22.22%
SHARE	KC0/	002	35,000	40,000	45,000	25.00%	28.57%

SETID Plan	Plan/ Grade	Points	SETID Job Code	Job Code	Job Title *	--- SURVEY --- Salary	Ratio	--- MIDPOINT --- Salary	Ratio
PJCSI	CNT/PROPRO	0	PJCSI	PJ3700	Professor	0		43,500	
PJCSI	CNT/PROPRO	0	PJCSI	PJ3701	Professor - Adjunct	0		43,500	
PSUSI	CNT/PROPRO	0	PSUSI	PU3700	Professor	0		75,000	
PSUSI	CNT/PROPRO	0	PSUSI	PU3701	Professor-Assistant	0		75,000	
PSUSI	CNT/ASTAST	0	PSUSI	PU3702	Professor - Associate	0		68,000	
PSUSI	HRL/1 1	0	PSUSI	PU6322	Student Lab Tech	0		26,000	
PSUSI	HRL/1 1	0	PSUSI	PU6323	Student Cafeteria Worker	0		26,000	
PSUSI	HRL/1 1	0	PSUSI	PU6324	Student Resident Assistant	0		26,000	
PSUSI	HRL/1 1	0	PSUSI	PU6325	Student Office Support	0		26,000	
BEL01	KB0/004004	0	BEL01	KB0001	Sales Manager	0		2,175,680	
BEL01	KB0/004004	0	BEL01	KB0003	Regonial Manager - Belgium	0		2,175,680	
BEL01	KB0/003003	0	BEL01	KB0004	Sales Representative	0		1,612,000	
BEL01	KB0/003003	0	BEL01	KB0005	Consultant	0		1,612,000	
BEL01	KB0/001001	0	BEL01	KB0002	Human Resources Administrator	0		840,320	
SHARE	KC0/005005	0	SHARE	KC002	Director Canada	0		38,459	
DEU01	KD0/G3 G3	0	DEU01	KD0005	Director Human Resources	0		69,000	
DEU01	KD0/G2 G2	0	DEU01	KD0002	Sales Manager	0		105,000	
DEU01	KD0/G2 G2	0	DEU01	KD0003	Sales Representative	0		105,000	
DEU01	KD0/G2 G2	0	DEU01	KD0004	Consultant	0		105,000	
DEU01	KD0/G2 G2	0	DEU01	KD0006	Secretary	0		105,000	
DEU01	KD0/G2 G2	0	DEU01	KD0007	Financial Analyst	0		105,000	
DEU01	KD0/G2 G2	0	DEU01	KD0008	Recruiter	0		105,000	
DEU01	KD0/G1 G1	0	DEU01	KD0001	Country Manager	0		138,000	
ESP01	KE0/005005	0	ESP01	KE0004	Sales Specialist	0		3,600,000	
ESP01	KE0/005005	0	ESP01	KE0008	Human Resources Specialist	0		3,600,000	
ESP01	KE0/004004	0	ESP01	KE0005	Pre Sales	0		3,900,000	
ESP01	KE0/004004	0	ESP01	KE0006	Senior Consultant	0		3,900,000	
ESP01	KE0/003003	0	ESP01	KE0007	Junior Consultant	0		4,350,000	
FRA01	KF0/004004	240	FRA01	KF0010	Assistant	0	0.0	29,874	124.5
FRA01	KF0/003003	250	FRA01	KF0005	Network administrator	43,932	175.7	39,539	158.2
FRA01	KF0/003003	170	FRA01	KF0002	Admin Assistant to the CEO	35,146	206.7	39,539	232.6
FRA01	KF0/002002	380	FRA01	KF0003	Operations Director	61,505	161.9	59,748	157.2
FRA01	KF0/002002	350	FRA01	KF0004	IS&T Manager	4,393	12.6	59,748	170.7
FRA01	KF0/001001	400	FRA01	KF0001	CEO	96,650	241.6	104,558	261.4
GBR01	KG0/10 10	0	GBR01	KG0011	Director	0		7,866	
GBR01	KG0/08 08	0	GBR01	KG0012	Senior Manager	0		5,755	
GBR01	KG0/06 06	0	GBR01	KG0014	Specialist	0		4,481	
GBR01	KG0/05 05	0	GBR01	KG0013	Manager	0		3,840	
GBR01	KG0/03 03	0	GBR01	KG0015	Admin Assistant	0		2,548	
NLD01	KN0/010010	0	NLD01	KN0001	Sales Manager	0		27,414	
NLD01	KN0/010010	0	NLD01	KN0004	Country Manager	0		27,414	
NLD01	KN0/008008	0	NLD01	KN0003	Finance Manager	0		17,923	
NLD01	KN0/008008	0	NLD01	KN0005	Education Services Manager	0		17,923	
NLD01	KN0/008008	0	NLD01	KN0007	Sales Representative	0		17,923	
NLD01	KN0/007007	0	NLD01	KN0008	Accountant	0		14,761	
NLD01	KN0/006006	0	NLD01	KN0002	Human Resources Administrator	0		11,071	
NLD01	KN0/006006	0	NLD01	KN0006	Technical Training Specialist	0		11,071	
NLD01	KN0/005005	0	NLD01	KN0009	Secretary	0		8,436	
SHARE	KU0/0090093,384		SHARE	KU001	President & CEO	226,362	66.9	145,450	43.0
SHARE	KU0/0090093,250		SHARE	KU136	Executive Director-Operations	245,000	75.4	145,450	44.8
SHARE	KU0/0090093,150		SHARE	KU140	General Counsel	250,000	79.4	145,450	46.2
SHARE	KU0/0090093,050		SHARE	KU137	Director-Planning	210,000	68.9	145,450	47.7
SHARE	KU0/0090093,000		SHARE	KU230	Director-Finance	230,000	76.7	145,450	48.5
SHARE	KU0/0090092,950		SHARE	KU139	Director-Administration	215,000	72.9	145,450	49.3
SHARE	KU0/0090092,910		SHARE	KU550	Director-Canada	18,500	6.4	145,450	50.0
SHARE	KU0/0090092,585		SHARE	KU320	Director-Manufacturing	100,602	38.9	145,450	56.3
SHARE	KU0/0090092,527		SHARE	KU310	Director-R&D	100,602	39.8	145,450	57.6
SHARE	KU0/0090092,484		SHARE	KU300	VP-Operations	100,602	40.5	145,450	58.6
SHARE	KU0/0090091,670		SHARE	KU210	Director-Human Resources	100,000	59.9	145,450	87.1
SHARE	KU0/009009	100	SHARE	KU126	Planning Supervisor	0	0.0	145,450	***.*
SHARE	KU0/009009	100	SHARE	KU127	Planner III	0	0.0	145,450	***.*
SHARE	KU0/009009	100	SHARE	KU128	Planner II	0	0.0	145,450	***.*
SHARE	KU0/009009	100	SHARE	KU129	Planner I	0	0.0	145,450	***.*
SHARE	KU0/009009	100	SHARE	KU130	Planning Technician	0	0.0	145,450	***.*
SHARE	KU0/009009	100	SHARE	KU131	Clerk	0	0.0	145,450	***.*
SHARE	KU0/009009	100	SHARE	KU132	Budget Analyst II	0	0.0	145,450	***.*
SHARE	KU0/009009	100	SHARE	KU133	Budget Analyst I	0	0.0	145,450	***.*
SHARE	KU0/009009	100	SHARE	KU134	Department Director	0	0.0	145,450	***.*
SHARE	KU0/009009	0	SHARE	KU004	Manager-Employment/Recruitment	0		145,450	
SHARE	KU0/009009	0	SHARE	KU055	Business Development Analyst	0		145,450	
SHARE	KU0/009009	0	SHARE	KU084	Retiree	0		145,450	
SHARE	KU0/009009	0	SHARE	KU085	Terminated & Vested	0		145,450	
SHARE	KU0/009009	0	SHARE	KU088	VP-Sales	0		145,450	

Bus. Unit	Salary Grade	Midpoint Salary	Job Code	Job Title	Employee Name	DeptID	Annual Rate	Compa Ratio
BEL01	KB0/004	62,169	KB0001	Sales Manager	Peeters,Guido	KB002	61,996	1.00
BEL01	KB0/004	62,169	KB0003	Regonial Manager - Belgium	Ceulemans,Jan	KB001	69,779	1.12
BEL01	KB0/003	46,062	KB0004	Sales Representative	Vandaele,Steven	KB002	24,093	0.52
BEL01	KB0/003	46,062	KB0005	Consultant	Leclercq,Francois	KB002	42,548	0.92
BEL01	KB0/001	24,012	KB0002	Human Resources Administrator	Overbeeke,Sabine	KB001	20,466	0.85
CAN01	KC0/006	1,390	KC007	Payroll Clerk	Moore,Catherine J	KC005	1,114	0.80
CAN01	KC0/006	1,390	KC007	Payroll Clerk	Reid,Charles M	KC005	9,003	6.48
CAN01	KC0/006	1,390	KC012	Human Resources Analyst	Reid,Charles M	KC001	22,099	15.90
CAN01	KC0/006	1,390	KC019	Sr Admin Assistant	Trudeau,Susan	KC006	26,679	19.19
CAN01	KC0/005	30,267	KC011	Payroll Specialist	Lau,Patrick	KC005	14,040	0.46
CAN01	KC0/004	22,272	KC001	Accounting Clerk	Rogers,Cynthia A	KC005	18,109	0.81
CAN01	KC0/004	22,272	KC003	Senior Secretary	Griffiths,Martina Rae	KC001	24,790	1.11
CAN01	KC0/003	19,185	KC001	Accounting Clerk	Mills,Stephanie A	KC005	17,471	0.91
CAN01	KC0/002	15,371	KC013	Benefits Specialist	Millier,Joseph G	KC002	15,346	1.00
CAN01	KC0/002	15,371	KC013	Benefits Specialist	Moore,Catherine J	KC002	7,980	0.52
CAN01	KC0/001	12,274	KC001	Accounting Clerk	Brown,Jennifer L	KC005	13,505	1.10
CAN01	KC0/008	84,601	KC002	Director Canada	Dunbar,Kirby	KC007	82,634	0.98
CAN01	KC0/008	84,601	KC020	Sales Manager	Tucker,Margaret	KC015	68,909	0.81
CAN01	KC0/007	74,764	KC018	Mgr Employee Relations	Saint-Amand,Marcel	KC001	61,778	0.83
CAN01	KC0/006	62,959	KC008	Mgr Payroll Services Canada	Jubinville,Pierre	KC005	61,885	0.98
CAN01	KC0/006	62,959	KC012	Human Resources Analyst	Chan,Diana E	KC001	56,663	0.90
CAN01	KC0/006	62,959	KC012	Human Resources Analyst	Maissoneuve,Louise	KC001	53,515	0.85
CAN01	KC0/006	62,959	KC021	Sales Product Consultant	Wilson,Kenneth John	KC015	56,663	0.90
CAN01	KC0/005	55,089	KC007	Payroll Clerk	Duvall,David	KC005	39,192	0.71
CAN01	KC0/005	55,089	KC012	Human Resources Analyst	Valade,Claudia A	KC001	49,029	0.89
CAN01	KC0/005	55,089	KC013	Benefits Specialist	Johnson,Helen	KC002	39,664	0.72
CAN01	KC0/005	55,089	KC021	Sales Product Consultant	Andrews,Fred	KC015	42,970	0.78
CAN01	KC0/005	55,089	KC021	Sales Product Consultant	Sinclair,Betty Anne	KC015	63,179	1.15
CAN01	KC0/004	47,219	KC006	Project Coordinator	Hawkins,Allan M	KC006	42,497	0.90
CAN01	KC0/004	47,219	KC014	Systems Analyst	Davies,Craig R	KC003	43,284	0.92
CAN01	KC0/004	47,219	KC014	Systems Analyst	Quency,Nancy J	KC003	30,693	0.65
CAN01	KC0/004	47,219	KC014	Systems Analyst	Smith,Conrad T	KC003	40,514	0.86
CAN01	KC0/004	47,219	KC015	Building Maintenance Engineer	Howe,Anthony R	KC007	43,284	0.92
CAN01	KC0/004	47,219	KC017	Training Specialist	Rudniski,Karen	KC006	28,332	0.60
CAN01	KC0/003	39,349	KC003	Senior Secretary	Brown,Jennifer L	KC001	15,346	0.39
CAN01	KC0/003	39,349	KC007	Payroll Clerk	Desmarais,Jean-Pierre	KC005	20,115	0.51
CAN01	KC0/003	39,349	KC007	Payroll Clerk	Millier,Joseph G	KC005	17,597	0.45
CAN01	KC0/002	31,479	KC010	Analyst Trainee	Brown,Jessica	KC006	12,277	0.39
CAN01	KC0/002	31,479	KC010	Analyst Trainee	Henderson,David M	KC001	16,527	0.53
CAN01	KC0/002	31,479	KC013	Benefits Specialist	Lau,Patrick	KC002	11,868	0.38
CAN01	KC0/002	31,479	KC019	Sr Admin Assistant	Brown,Jessica	KC006	11,663	0.37
CAN01	KC0/	31,479	KC003	Senior Secretary	Jacobs,Lisa Leigh	KC001	25,026	0.80
CAN01	KC0/	31,479	KC003	Senior Secretary	Walters,Julie Ann	KC001	28,813	0.92
CAN01	KC0/	31,479	KC010	Analyst Trainee	Turner,Gina	KC001	27,009	0.86
CAN01	KC0/	31,479	KC016	Manager Training & Dvlp	Johnson,Carol L	KC006	74,134	2.36
CAN01	KC0/	31,479	KC019	Sr Admin Assistant	Turner,Gina	KC001	7,509	0.24
CHE01	KW0/G3	38,811	KW0008	Human Resources Especialist	Rast,Natascha Jacqueline Ph.D.	KW003	0	0.00

Bus. Unit	Salary Grade	*Minimum Salary	Job Code	Job Title	Employee Name	DeptID	*Annual Rate	*Amount Below	Percent Below
BEL01	KB0/003	39,227	KB0004	Sales Representative	Vandaele,Steven	KB002	24,093.260	15,134.070	38.58
BEL01	KB0/003	39,227	KB0004	Sales Representative	Vandaele,Steven	KB002	24,093.260	15,134.070	38.58
CAN01	KC0/006	1,174	KC007	Payroll Clerk	Moore,Catherine J	KC005	1,114.410	60.030	5.11
CAN01	KC0/006	1,174	KC007	Payroll Clerk	Moore,Catherine J	KC005	1,114.410	60.030	5.11
CAN01	KC0/005	25,667	KC011	Payroll Specialist	Lau,Patrick	KC005	14,039.850	11,627.260	45.30
CAN01	KC0/005	25,667	KC011	Payroll Specialist	Lau,Patrick	KC005	14,039.850	11,627.260	45.30
CAN01	KC0/004	18,497	KC001	Accounting Clerk	Rogers,Cynthia A	KC005	18,108.570	388.810	2.10
CAN01	KC0/002	13,341	KC013	Benefits Specialist	Moore,Catherine J	KC002	7,980.050	5,360.990	40.18
CAN01	KC0/002	13,341	KC013	Benefits Specialist	Moore,Catherine J	KC002	7,980.050	5,360.990	40.18
CAN01	KC0/008	78,699	KC020	Sales Manager	Tucker,Margaret	KC015	68,908.590	9,790.120	12.44
CAN01	KC0/007	66,894	KC018	Mgr Employee Relations	Saint-Amand,Marcel	KC001	61,778.490	5,115.410	7.65
CAN01	KC0/006	59,024	KC012	Human Resources Analyst	Chan,Diana E	KC001	56,663.070	2,360.960	4.00
CAN01	KC0/006	59,024	KC012	Human Resources Analyst	Maissoneuve,Louise	KC001	53,515.120	5,508.910	9.33
CAN01	KC0/006	59,024	KC021	Sales Product Consultant	Wilson,Kenneth John	KC015	56,663.070	2,360.960	4.00
CAN01	KC0/005	51,154	KC007	Payroll Clerk	Duvall,David	KC005	39,191.960	11,962.200	23.38
CAN01	KC0/005	51,154	KC012	Human Resources Analyst	Valade,Claudia A	KC001	49,029.300	2,124.860	4.15
CAN01	KC0/005	51,154	KC013	Benefits Specialist	Johnson,Helen	KC002	39,664.150	11,490.010	22.46
CAN01	KC0/005	51,154	KC021	Sales Product Consultant	Andrews,Fred	KC015	42,969.500	8,184.660	16.00
CAN01	KC0/004	43,284	KC006	Project Coordinator	Hawkins,Allan M	KC006	42,497.300	786.990	1.82
CAN01	KC0/004	43,284	KC014	Systems Analyst	Quency,Nancy J	KC003	30,692.500	12,591.790	29.09
CAN01	KC0/004	43,284	KC014	Systems Analyst	Smith,Conrad T	KC003	40,514.100	2,770.190	6.40
CAN01	KC0/004	43,284	KC017	Training Specialist	Rudniski,Karen	KC006	28,331.540	14,952.750	34.55
CAN01	KC0/003	35,414	KC003	Senior Secretary	Brown,Jennifer L	KC001	15,346.250	20,068.170	56.67
CAN01	KC0/003	35,414	KC003	Senior Secretary	Brown,Jennifer L	KC001	15,346.250	20,068.170	56.67
CAN01	KC0/003	35,414	KC007	Payroll Clerk	Desmarais,Jean-Pierre	KC005	20,115.390	15,299.030	43.20
CAN01	KC0/003	35,414	KC007	Payroll Clerk	Millier,Joseph G	KC005	17,597.030	17,817.390	50.31
CAN01	KC0/003	35,414	KC007	Payroll Clerk	Millier,Joseph G	KC005	17,597.030	17,817.390	50.31
CAN01	KC0/002	27,545	KC010	Analyst Trainee	Brown,Jessica	KC006	12,277.000	15,267.550	55.43
CAN01	KC0/002	27,545	KC010	Analyst Trainee	Brown,Jessica	KC006	12,277.000	15,267.550	55.43
CAN01	KC0/002	27,545	KC010	Analyst Trainee	Henderson,David M	KC001	16,526.730	11,017.820	40.00
CAN01	KC0/002	27,545	KC013	Benefits Specialist	Lau,Patrick	KC002	11,867.770	15,676.780	56.91
CAN01	KC0/002	27,545	KC013	Benefits Specialist	Lau,Patrick	KC002	11,867.770	15,676.780	56.91
CAN01	KC0/002	27,545	KC019	Sr Admin Assistant	Brown,Jessica	KC006	11,663.150	15,881.400	57.66
CAN01	KC0/002	27,545	KC019	Sr Admin Assistant	Brown,Jessica	KC006	11,663.150	15,881.400	57.66
CAN01	KC0/	27,545	KC003	Senior Secretary	Jacobs,Lisa Leigh	KC001	25,026.190	2,518.360	9.14
CAN01	KC0/	27,545	KC010	Analyst Trainee	Turner,Gina	KC001	27,009.400	535.150	1.94
CAN01	KC0/	27,545	KC010	Analyst Trainee	Turner,Gina	KC001	27,009.400	535.150	1.94
CAN01	KC0/	27,545	KC019	Sr Admin Assistant	Turner,Gina	KC001	7,509.430	20,035.120	72.74
CAN01	KC0/	27,545	KC019	Sr Admin Assistant	Turner,Gina	KC001	7,509.430	20,035.120	72.74
CHE01	KW0/G3	30,374	KW0008	Human Resources Especialist	Rast,Natascha Jacqueline Ph.D.	KW003	0.000	30,373.640	100.00
EGJBU	CNT/PRO	68,000	PJ3700	Professor	Romanoff,Ivan	PJC31	40,000.000	28,000.000	41.18
EGJBU	CNT/PRO	68,000	PJ3700	Professor	Wysocki,Wendy	PJC31	45,000.000	23,000.000	33.82
EGJBU	CNT/PRO	68,000	PJ3701	Professor - Adjunct	Asmuth,Bernice	PJC31	50,000.000	18,000.000	26.47
EGJBU	CNT/PRO	68,000	PJ3701	Professor - Adjunct	Hartnell,Bruce	PJC31	50,000.000	18,000.000	26.47
EGJBU	CNT/PRO	68,000	PJ3701	Professor - Adjunct	McCall,Donna R	PJC31	50,000.000	18,000.000	26.47
EGJBU	CNT/PRO	68,000	PJ3701	Professor - Adjunct	Oates,Joyce C	PJC31	50,000.000	18,000.000	26.47
EGJBU	SAL/3	43,500	PJ1651	Chair-Department	Martinez,Carla	PJC31	39,000.000	4,500.000	10.34

Bus. Unit	Salary Grade	*Maximum Salary	Job Code	Job Title	Employee Name	DeptID	*Annual Rate	*Amount Above	Percent Above
CAN01	KC0/006	1,606	KC007	Payroll Clerk	Reid,Charles M	KC005	9,003.130	7,397.190	460.61
CAN01	KC0/006	1,606	KC007	Payroll Clerk	Reid,Charles M	KC005	9,003.130	7,397.190	460.61
CAN01	KC0/006	1,606	KC012	Human Resources Analyst	Reid,Charles M	KC001	22,098.600	20,492.660	***.**
CAN01	KC0/006	1,606	KC012	Human Resources Analyst	Reid,Charles M	KC001	22,098.600	20,492.660	***.**
CAN01	KC0/006	1,606	KC019	Sr Admin Assistant	Trudeau,Susan	KC006	26,678.860	25,072.920	***.**
CAN01	KC0/005	59,024	KC021	Sales Product Consultant	Sinclair,Betty Anne	KC015	63,179.320	4,155.290	7.04
CAN01	KC0/	35,414	KC016	Manager Training & Dvlp	Johnson,Carol L	KC006	74,134.180	38,719.760	109.33
CHE01	KW0/G1	84,371	KW0002	Sales Manager	Goldman,Wilfred Daan Ph.D.	KW002	94,765.760	10,394.540	12.32
CHE01	KW0/G1	84,371	KW0003	Customer Services Manager	van de Meer,Rudolf Mr.	KW002	94,765.760	10,394.540	12.32
CHE01	KW0/E1	143,094	KW0001	Country Manager	van Wezel,Mercedes Miss	KW001	161,992.750	18,899.150	13.21
EGJBU	NEX/3	28,000	PJ4422	Security Guard III	Caria,Lee	PJC30	43,000.000	15,000.000	53.57
EGJBU	NEX/3	28,000	PJ4422	Security Guard III	Honda,Dennise	PJC30	40,000.000	12,000.000	42.86
EGJBU	NEX/3	28,000	PJ4422	Security Guard III	LaFerve,Nadine	PJC30	41,000.000	13,000.000	46.43
EGJBU	NEX/3	28,000	PJ4422	Security Guard III	Niko,Noreen	PJC30	40,000.000	12,000.000	42.86
EGJBU	NEX/3	28,000	PJ4423	Security Guard IV	Ho,Loretta R	PJC30	35,400.000	7,400.000	26.43
EGJBU	NEX/3	28,000	PJ4423	Security Guard IV	Lawson,Monica	PJC30	50,000.000	22,000.000	78.57
EGJBU	NEX/2	23,501	PJ1251	Assistant - Administrative	Singh,Martek	PJC31	42,000.000	18,498.600	78.71
EGJBU	NEX/2	23,501	PJ1251	Assistant - Administrative	Tanner,Rhoma C	PJC30	32,240.000	8,738.600	37.18
EGJBU	NEX/2	23,501	PJ1252	Assistant - Teaching	Gipson,Larry	PJC31	51,000.000	27,498.600	117.01
EGJBU	NEX/2	23,501	PJ4421	Security Guard II	Valasquez,Yvonne	PJC30	40,000.000	16,498.600	70.20
EGJBU	NEX/1	20,000	PJ1750	Clerk	Goslin,Angela	PJC31	43,000.000	23,000.000	115.00
EGJBU	NEX/	20,000	PJ4421	Security Guard II	Ohara,Bruce	PJC30	40,000.000	20,000.000	100.00
EGJBU	SAL/2	51,000	PJ1050	Administrator	McCune,Ned	PJC31	75,000.000	24,000.000	47.06
EGUBU	HRL/1	31,200	PU6322	Student Lab Tech	Wong,Lance R	PSU50	42,000.000	10,800.000	34.62
EGUBU	HRL/1	31,200	PU6322	Student Lab Tech	Young,Jay A	PSU50	51,500.000	20,300.000	65.06
EGUBU	HRL/1	31,200	PU6324	Student Resident Assistant	Giannotti,Roberto	PSU50	45,000.000	13,800.000	44.23
EGUBU	HRL/1	31,200	PU6325	Student Office Support	Patel,Mahesh	PSU50	40,000.000	8,800.000	28.21
EGUBU	HRL/1	31,200	PU6325	Student Office Support	Schall,James	PSU50	60,000.000	28,800.000	92.31
EGUBU	HRL/1	31,200	PU6325	Student Office Support	Williams,Jared	PSU50	50,000.000	18,800.000	60.26
EGUBU	NEX/3	28,000	PU1251	Assistant - Teaching	Johnson,Robert	PSU53	50,000.000	22,000.000	78.57
EGUBU	NEX/3	28,000	PU1251	Assistant - Teaching	Nuygen,Tran	PSU53	90,000.000	62,000.000	221.43
EGUBU	NEX/3	28,000	PU1251	Assistant - Teaching	Walker,Allison R	PSU53	60,000.000	32,000.000	114.29
EGUBU	NEX/2	23,501	PU1251	Assistant - Teaching	Young,Mimi	PSU53	49,500.000	25,998.600	110.63
EGUBU	NEX/1	20,000	PU1751	Clerk-Administrative I	Monet,Claude	PSU50	50,000.000	30,000.000	150.00
EGVBU	NEX/5	40,000	PN4150	Secretary	Levin,Patsy	PNC20	40,000.000	0.040	0.00
EGVBU	NEX/2	23,501	PA5502	Office Assistant II	Walker,Gail K	PGV10	25,800.000	2,298.600	9.78
EGVBU	NEX/2	23,501	PN1750	Clerk	Haderlein,David	PNC20	45,000.000	21,498.600	91.48
EGVBU	NEX/2	23,501	PN3401	Operator-Snow Removal	Finet,Jacque	PNC20	50,000.000	26,498.600	112.75
EGVBU	NEX/2	23,501	PN8001	Officer-Animal Control II	Laig,Inez	PNC20	45,000.000	21,498.600	91.48
EGVBU	NEX/2	23,501	PN8001	Officer-Animal Control II	Martinez,Luis	PNC20	41,000.000	17,498.600	74.46
EGVBU	NEX/2	23,501	PN8001	Officer-Animal Control II	Yap,Carla	PNC20	40,000.000	16,498.600	70.20
EGVBU	NEX/2	23,501	PN8003	Officer-Animal Control, Spvsr	Overton,Lawrence	PNC20	46,000.000	22,498.600	95.73
EGVBU	NEX/1	20,000	PA5501	Office Assistant I	Smith,Maggie	PGV10	30,000.000	10,000.000	50.00
EGVBU	NEX/1	20,000	PN4371	Sweper - Street	Reynolds,Amanda	PNC20	40,000.000	20,000.000	100.00
EGVBU	SAL/2	51,000	PA1251	Assistant -Community Relations	Woolfsberg,Thomas I	PGV10	60,300.000	9,300.000	18.24
EGVBU	SAL/1	42,000	PA1151	Analys - Health Statistics	Smithfield,Loren R	PGV10	63,000.000	21,000.000	50.00
EGVBU	SAL/1	42,000	PA1151	Analys - Health Statistics	Wong,Jeanne T	PGV10	72,000.000	30,000.000	71.43

		Prev					New				
ID	Name	Prev Eff	Sal Plan	Grade	Step	Step Date	New Eff	Sal Plan	Grade	Step	Step Date
KD0003	Grün,Alex	01/01/1990	KD01	G2	2	01/01/1990	01/01/1992	KD01	G2	3	01/01/1992

End of Report

Employee Plan/Grade/Step Action Reason

KU0006 Erickson,Arthur KU01 006 1 PAY ADJ

Previous Compensation Package

Eff Date	Sequence	Rate Code	Comp Rate	Currency	Comp Freq	Points	Percent	Rate Code Group
05/12/1987	0	NAANNL	65,780.000000	USD	A	0.00	0.000	
05/12/1987	0	NAANNL	7,280.000000	USD	A	0.00	0.000	

New Compensation Package

01/01/1990	0	NAANNL	8,808.800000	USD	A	0.00	0.000	

KU0006 Erickson,Arthur KU01 006 1 PAY ADJ

Previous Compensation Package

Eff Date	Sequence	Rate Code	Comp Rate	Currency	Comp Freq	Points	Percent	Rate Code Group
05/12/1987	0	NAANNL	65,780.000000	USD	A	0.00	0.000	
05/12/1987	0	NAANNL	7,280.000000	USD	A	0.00	0.000	

New Compensation Package

01/01/1993	0	NAANNL	9,568.000000	USD	A	0.00	0.000	

KU0006 Erickson,Arthur KU01 006 1 PAY ADJ

Previous Compensation Package

Eff Date	Sequence	Rate Code	Comp Rate	Currency	Comp Freq	Points	Percent	Rate Code Group
05/12/1987	0	NAANNL	65,780.000000	USD	A	0.00	0.000	
05/12/1987	0	NAANNL	7,280.000000	USD	A	0.00	0.000	

New Compensation Package

01/01/1994	0	NAANNL	65,780.000000	USD	A	0.00	0.000	
01/01/1994	0	NAANNL	7,280.000000	USD	A	0.00	0.000	

KU0006 Erickson,Arthur KU01 006 1 PAY ADJ

Previous Compensation Package

Eff Date	Sequence	Rate Code	Comp Rate	Currency	Comp Freq	Points	Percent	Rate Code Group
05/12/1987	0	NAANNL	65,780.000000	USD	A	0.00	0.000	
05/12/1987	0	NAANNL	7,280.000000	USD	A	0.00	0.000	

New Compensation Package

01/01/1996	0	NAANNL	10,920.000000	USD	A	0.00	0.000	

KU0006 Erickson,Arthur KU01 006 1 PAY ADJ

Employee ID		Plan/Grade/Step	Rate Code	Prev Eff Date	Prev Comp Rate	New Eff Date	New Comp Rate	Chng Amt	Pct Chng	Pts
KC0001	Griffiths,Martina Rae	KC01 004 3	NAANNL	02/01/1997	2,625.000000	01/01/2000	2,752.066886	127.066886	4.841	0
KC0002	Dunbar,Kirby	KC02 008 0	NAANNL	01/15/1982	105,000.000000	01/01/2000	106,524.802632	1,524.802632	1.452	0
KC0006	Jubinville,Pierre	KC02 006 0	NAANNL	05/12/1987	78,635.000000	01/01/2000	80,159.802632	1,524.802632	1.939	0
KC0007	Trudeau,Susan	KC01 006 4	NAANNL	04/07/1989	2,825.000000	01/01/2000	2,952.066886	127.066886	4.498	0
KC0008	Wilson,Kenneth John	KC02 006 0	NAANNL	07/18/1983	72,000.000000	01/01/2000	73,524.802632	1,524.802632	2.118	0
KC0009	Mills,Stephanie A	KC01 003 3	NAANNL	06/02/1992	1,850.000000	01/01/2000	1,977.066886	127.066886	6.868	0
KC0010	Howe,Anthony R	KC02 004 0	NAANNL	09/07/1997	55,000.000000	01/01/2000	56,524.802632	1,524.802632	2.772	0
KC0013	Tucker,Margaret	KC02 008 0	NAANNL	07/15/1995	87,560.000000	01/01/2000	89,084.802632	1,524.802632	1.741	0
KC0014	Henderson,David M	KC02 002 0	NAANNL	07/05/1998	1,750.000000	01/01/2000	1,877.066886	127.066886	7.261	0
KC0015	Campbell,Barry Robert	KC02 004 0	NAANNL	01/01/2000	3,600.000000	01/01/2000	3,727.066886	127.066886	3.530	0
KC0016	Vaillancourt,Paulette	KC02 004 0	NAANNL	01/01/2000	50,520.000000	01/01/2000	52,044.802632	1,524.802632	3.018	0
KC0018	Johnson,Helen	KC02 005 0	NAANNL	10/25/1981	48,000.000000	01/01/2000	49,524.802632	1,524.802632	3.177	0
KC0019	Desmarais,Jean-Pierre	KC02 003 0	NAANNL	04/05/1982	2,130.000000	01/01/2000	2,257.066886	127.066886	5.966	0
KC0020	Hawkins,Allan M	KC02 004 0	NAANNL	12/04/1999	4,500.000000	01/01/2000	4,627.066886	127.066886	2.824	0
KC0021	Davies,Craig R	KC02 004 0	NAANNL	12/01/1996	55,000.000000	01/01/2000	56,524.802632	1,524.802632	2.772	0
KC0022	Sinclair,Betty Anne	KC02 005 0	NAANNL	11/16/1982	6,690.000000	01/01/2000	6,817.066886	127.066886	1.899	0
KC0023	Duvall,David	KC02 005 0	NAANNL	01/05/1985	48,000.000000	01/01/2000	49,524.802632	1,524.802632	3.177	0
KC0024	Maissoneuve,Louise	KC02 006 0	NAANNL	01/19/1990	68,000.000000	01/01/2000	69,524.802632	1,524.802632	2.242	0
KC0026	Johnson,Carol L	KC02 0	NAANNL	01/01/1996	7,850.000000	01/01/2000	7,977.066886	127.066886	1.619	0
KC0028	Jacobs,Lisa Leigh	KC02 0	NAANNL	12/02/1985	2,650.000000	01/01/2000	2,777.066886	127.066886	4.795	0
KC0029	Valade,Claudia A	KC02 005 0	NAANNL	12/27/1990	60,500.000000	01/01/2000	62,024.802632	1,524.802632	2.520	0
KC0031	Saint-Amand,Marcel	KC02 007 0	NAANNL	06/06/1994	78,500.000000	01/01/2000	80,024.802632	1,524.802632	1.942	0
KC0033	Chan,Diana E	KC02 006 0	NAANNL	04/22/1984	69,600.000000	01/01/2000	71,124.802632	1,524.802632	2.191	0
KC0034	Walters,Julie Ann	KC02 0	NAANNL	06/21/1985	3,051.000000	01/01/2000	3,178.066886	127.066886	4.165	0
KCI001	Wickham,Fred	KC01 0	NAANNL	03/05/1990	80,000.000000	01/01/2000	81,524.802632	1,524.802632	1.906	0
KCI002	Baar,John	KC01 005 0	NAANNL	09/16/1990	52,000.000000	01/01/2000	53,524.802632	1,524.802632	2.932	0
KCI003	D'amato,Michelle	KC01 0	NAANNL	05/24/1990	64,000.000000	01/01/2000	65,524.802632	1,524.802632	2.383	0
KCI004	Peabody,Larry	KC02 0	NAANNL	07/18/1990	93,000.000000	01/01/2000	94,524.802632	1,524.802632	1.640	0
KCI005	Yoakum,Marshall	KC01 0	NAANNL	11/21/1990	47,000.000000	01/01/2000	48,524.802632	1,524.802632	3.244	0
KCI009	Vaca,Dennis	KC01 0	NAANNL	12/17/1990	125,000.000000	01/01/2000	126,524.802632	1,524.802632	1.220	0
KCI010	Hu,Jason	KC01 0	NAANNL	08/30/1990	87,000.000000	01/01/2000	88,524.802632	1,524.802632	1.753	0
KU0001	Lewis,Douglas	KU02 011 0	NAANNL	01/01/1980	260,000.000000	01/01/2000	261,200.000000	1,200.000000	0.462	0
KU0002	Baran,Charles	KU02 011 0	NAANNL	01/15/1982	185,000.000000	01/01/2000	186,200.000000	1,200.000000	0.649	0
KU0003	Parsons,Jean	KU01 008 0	NAANNL	03/12/1988	182,400.000000	01/01/2000	183,600.000000	1,200.000000	0.658	0
KU0004	Grafton,Ken	KU02 009 0	NAANNL	04/02/1980	181,700.000000	01/01/2000	182,900.000000	1,200.000000	0.660	0
KU0005	Aliverdi,Reza	KU01 009 0	NAANNL	03/22/1985	123,760.000000	01/01/2000	124,960.000000	1,200.000000	0.970	0
KU0006	Erickson,Arthur	KU01 006 1	NAANNL	05/12/1987	65,780.000000	01/01/2000	66,980.000000	1,200.000000	1.824	0
KU0006	Erickson,Arthur	KU01 006 1	NAANNL	05/12/1987	7,280.000000	01/01/2000	8,480.000000	1,200.000000	16.484	0
KU0007	Locherty,Betty	KU01 009 0	NAANNL	04/07/1989	150,000.000000	01/01/2000	151,200.000000	1,200.000000	0.800	0
KU0008	Roth,Calvin	KU01 008 0	NAANNL	07/18/1983	132,000.000000	01/01/2000	133,200.000000	1,200.000000	0.909	0
KU0018	Johnson,Helen	KU01 006 0	NAANNL	10/25/1981	26,000.000000	01/01/2000	27,200.000000	1,200.000000	4.615	0
KU0024	Miguel,Sanford	KU01 005 0	NAANNL	03/05/1983	48,006.400000	01/01/2000	49,206.400000	1,200.000000	2.500	0
KU0029	Vargas,Christine	KU01 006 0	NAANNL	02/02/1984	48,006.400000	01/01/2000	49,206.400000	1,200.000000	2.500	0
KU0036	Religioso,Steve	KU01 005 0	NAANNL	11/13/1985	60,008.000000	01/01/2000	61,208.000000	1,200.000000	2.000	0
KU0039	Quilligan,Shawn	KU01 005 0	NAANNL	02/16/1986	48,006.400000	01/01/2000	49,206.400000	1,200.000000	2.500	0
KU0043	Sims,Evelyn	KU01 006 0	NAANNL	06/27/1986	90,662.000000	01/01/2000	91,862.000000	1,200.000000	1.324	0
KU0067	Passantino,Alex	KU01 006 0	NAANNL	02/10/1991	182,200.000000	01/01/2000	183,400.000000	1,200.000000	0.659	0

			Previous				New			
ID	Name		Efft Date		Sal Plan	Grade	Step	Efft Date		Sal Plan	Grade	Step
KD0004	0 Bauer,Friedrich		01/01/1987	0	KD01	G3	1	01/01/1999	0	KD01	G2	1
KD0005	0 Eli-Ben-Amar-Dea,Marcus		12/01/1995	0	KD01	G3	1	01/01/1999	0	KD01	G2	1

End of Report

Employee KU0020 Stevenson,Christelle

Bus. Unit	Effective Date	DeptID	Job Code	Annual Rate	Action	Action Reason	Change Percent	Change Amount		Comp Rate	Currency Code	Frequency	Plan	Grade	Review Rating
GBIBU	09/25/1982	KU005	KU072	9360.000	HIR		0.00	0.00000		360.000000	USD	B	KU01	KU01	
								NAANNL	0	9360.000000	USD	A			
GBIBU	10/01/1985	KU005	KU072	12400.000	PAY	SPG	32.48	116.92308		476.923077	USD	B	KU01	KU01	
								NAANNL	0	12400.000000	USD	A			
GBIBU	07/01/1990	KU005	KU071	12480.000	PRO	NCP	0.65	3.07692		480.000000	USD	B	KU01	KU01	
								NAANNL	0	12480.000000	USD	A			
GBIBU	07/01/1990	KU005	KU071	20800.000	PAY	PRO	66.67	320.00000		800.000000	USD	B	KU01	KU01	2
								NAHRLY	0	10.000000	USD	H			
GBIBU	07/07/1993	KU005	KU071	23400.000	PAY	ADJ	12.50	100.00000		900.000000	USD	B	KU01	KU01	2
								NAHRLY	0	11.250000	USD	H			
GBIBU	05/04/1997	KU005	KU071	26000.000	PAY	ADJ	11.11	100.00000		1000.000000	USD	B	KU01	KU01	
								NAHRLY	0	12.500000	USD	H			

End of Report

PeopleSoft

Report ID: CMP014 — Salary History by Group — Page No. 1

Run Date 09/01/2000

For the period 01/01/1999 through 01/01/2000 — Run Time 14:43:19

Group ID KU002

EmplID	Name	Effective Date	Job Code	Annual Rate	Action	Action Reason	Change Percent		Change Amount	Comp Rate	Currency Code	Freq	Plan	Grade	Review Rating
K0G002	Nichta,Issac	06/15/1996	KU014	86904.000	HIR		0.00		0.0000	7242.000000	USD	M	KU01	004	
								K0GRCH 0		21.000000	USD	H			
								K0GRCM 0		3600.000000	USD	M			
								K0GRCP 0		2.000000	USD	M			
K0G004	Aquilino,Beatrice	06/15/1996	KU013	86904.000	HIR		0.00		0.0000	7242.000000	USD	M	KU01	005	
								K0GRCH 0		21.000000	USD	H			
								K0GRCM 0		3600.000000	USD	M			
								K0GRCP 0		2.000000	USD	M			
K0G006	Puddephatt,Leo	01/01/1997	KU013	50184.000	HIR		0.00		0.0000	4182.000000	USD	M	KU01	005	
								K0GRCH 0		12.000000	USD	H			
								K0GRCM 0		2100.000000	USD	M			
								K0GRCP 0		2.000000	USD	M			
K0G009	Hunsberger,Carlton	06/25/1996	KU014	106584.000	HIR		0.00		0.0000	8882.000000	USD	M	KU01	004	
								K0GRCH 0		12.000000	USD	H			
								K0GRCM 0		6800.000000	USD	M			
								K0GRCP 0		2.000000	USD	M			
K0G010	Bickham,Debroah	04/25/1992	KU013	50232.000	HIR		0.00		0.0000	4186.000000	USD	M	KU01	005	
								K0GRCH 0		12.000000	USD	H			
								K0GRCM 0		2100.000000	USD	M			
								K0GRCP 0		2.000000	USD	M			
KU0031	Tipman,Scott	04/22/1984	KU037	26000.000	HIR		0.00		0.0000	1000.000000	USD	B	KU01	004	
								NAHRLY 0		12.500000	USD	H			
KU0058	Votava,Teresa	06/11/1988	KU037	26000.000	HIR		0.00		0.0000	1083.333333	USD	S	KU01	004	
								NAHRLY 0		12.500000	USD	H			
KU0104	Dewberry,Kitty	02/02/1999	KU037	26000.000	HIR		0.00		0.0000	1083.333333	USD	S	KU01	004	
								NAHRLY 0		12.500000	USD	H			
KU0114	Dell,Emmylou K	09/01/1999	KU030	84000.000	HIR		0.00		0.0000	7000.000000	USD	M			
								NAANNL 0		84000.000000	USD	A			
KUTR02	Gardner,John	05/14/1988	KU096	69600.000	HIR		0.00		0.0000	5800.000000	USD	M	KU01	006	
								K0GRCM 0		5800.000000	USD	M			
KUTR05	Masterson,Marie	04/11/2000	KU051	14144.000	HIR		0.00		0.0000	17.000000	USD	H	KU01	004	
								K0GRCH 0		17.000000	USD	H			

End of Report

Employee ID	Employee Name	Status	Plan/Grade	Prev Eff Date	Prev Step	Prev Rate	New Eff Date	New Step	New Rate	Messages
T1147	Poole,Erin	A	TS3 006	01/01/1996	1	61,740.000000 /A	01/01/1998	2	66,420.000000 /A	
T1112	Canavan,Chris	A	TS3 007	01/01/1996	1	7,213.266667 /M	01/09/1998	2	8,031.600000 /M	
T1122	Walsh,Sara	A	TS3 007	01/01/1996	1	7,106.666667 /M				Default Comprate NAFB02 FTE Indic to Y
T1122	Walsh,Sara	A	TS3 007	01/01/1996	1	7,106.666667 /M	05/02/1998	2	8,987.500000 /M	
T1111	Webster,Jimmy	A	TS3 007	01/01/1996	1	7,213.266667 /M				Default Comprate NAFB02 FTE Indic to Y
T1111	Webster,Jimmy	A	TS3 007	01/01/1996	1	7,213.266667 /M	01/01/1998	2	8,156.600000 /M	

End of Report

Employee ID KF0002 Grioux,Ghislaine

Contract Data

Contract Number	0001			Active
Begin Date	06-05-1982	**Minimum Hours**	0.00	
Expected End Date		**Maximum Hours**	0.00	
End Date	21-07-2000			
Signature Date		**Comment**		
Responsible ID				
	.			

Contract Type

06-05-1982	CDI Unlimited

Linked JOB

Effective Date	**Action**
22-07-2000	RET Retirement / ERT Early Retirement
22-07-2000	RET Retirement / ERT Early Retirement

				---- C O N T R A C T ----		----- P A Y M E N T -----					
EmplID	Rcd #	Contract	Eff. Date	Begin Date	End Date	Begin Date	End Date	Amount	Pmt Term	# Renewals	
PJ015	0	Current	1999-07-01	1999-07-01	2000-03-31	1999-07-01	2000-03-31	45,000.00	Lump Sum	1	1
		Renewal	2000-04-01	2000-04-01	2000-12-31	2000-04-01	2000-04-01	45,000.00	Lump Sum	0	1
PJ016	0	Current	1999-07-01	1999-07-15	2000-04-14	1999-07-15	2000-04-14	40,000.00	Lump Sum	1	1
		Renewal	2000-04-15	2000-04-15	2001-01-14	2000-04-15	2000-04-15	40,000.00	Lump Sum	0	1
PJ018	0	Current	1999-07-01	1999-07-01	2000-03-31	1999-07-01	2000-03-31	40,000.00	Lump Sum	1	1
		Renewal	2000-04-01	2000-04-01	2000-12-31	2000-04-01	2000-04-01	40,000.00	Lump Sum	0	1

Processing Contract Renewals for Company: PJC, Paygroup: PJM
Renewing Contracts expiring from 2000-03-04 thru 2000-06-02

Finished Renewal Processing for Company: PJC, Paygroup: PJM

Contracts Processed: 3
Contracts In Error: 0

End of Report

SIRET # 120027016 APE CODE 511C
ESTABLISHMENT NAME Paris - Headquarter
ADDRESS
125 rue Sebastien Mercier
POSTAL 75015 CITY Paris

MEN 12.00 WOMEN 4.00 TOTAL 16.00

TOTAL POPULATION - DESCRIPTION BY SOCIO/PROFESSIONAL CATEGORY	CATEGORY NUMBER INSEE LIST	MEN	WOMEN
CEO of large company (500 , employees and more)	2310	1	0
Administrative, Financials, Commercials Managers	3710	1	0
Engineers and technical-commercial managers in data processing	3855	1	0
Operators of exploitation in data processing	5416	1	0
Managers of the other administrative departments in large companies	3726	1	0
Operators, telephone operators	5417	4	2
Agents of the sales departments (transport and tourism)	5442	0	1
Administrative, Financials, Commercials Managers	3710	1	0
Employees of the accounting or financial departments	5421	1	0
Various administrative employees of companies	5424	1	0
Agents of security, monitoring	5317	0	1
	TOTAL	12	4

SIRET # 120027016 APE CODE 511C
ESTABLISHMENT NAME Paris - Headquarter
ADDRESS
125 rue Sebastien Mercier
POSTAL 75015 CITY Paris

CODE
INSEE STAFF

REFERENCE POPULATION	T1	10	CALCULATED NUMBER OF DISABLED EMPLOYEES	
TOTAL JOBS NEEDING SPECIAL ABILITIES	T2	0	(T1-T2)x 0.06 =	0.60
CALCULATION POPULATION	(T1-T2)	10		

Name	SEX	Birth Year	Hire Year	Job	INSEE List Number
Levasseur,Jean-Pierre	M	1974	1995	Operators, telephone operators	5417

COTOREP ACCEPTED DISABLE Category Handicap A B C	Age < 25 >=50	Training >=500 h	Previous placement AP IMPRO CAT CDTD CFP	OR	INDUSTRIAL INJURY OR OCCUP DISEASE IPP RATE	OR	DISABLE PENSION	OR	. WAR DISAB.	OR	ASSIM. . DISAB.
X	YES	???			NO		NO		NO		NO

								Hire Year	SUM OF BENEF UNITS BEFORE PROPORTION			PROPORTIONAL COEFFICIENT		UNITS NUMBER UNITS BEFORE	
1	+ 1.0	+ 0.5	+ 0.0	+ 0.0	OR	0.0	+ 0.0	=	2.5	x	1.00	=	2.50				

End of Report

Service Credit Payments for Post-1956 Military Service

Office of Personnel Management
MILITARY DEPOSIT WORKSHEET

1. Name	2. Date of Birth	3. Social Security Number		4. Date of Computation
Mars Cahill	01/01/1956	700-00-6000		01/05/1997
5. Period of Military Service	6. Total Service in Period	7. Amount of Earnings	8. Withholding Percentage	9. Amount of Deposit Due
From (Month,Day,Year) / To (Month,Day,Year)	(Years, Months, Days)*			
01/01/1974 — 01/02/1978	4/ 0/ 1	80,000.00	3 %	2400.00
10. Agency		11. Interest Accural Date		12. Retirement Plan
FR		10/01/1996		FERS and FICA

INTEREST COMPUTATION

Date	Amount Due	Rate/Interest	Total Due
10/01/1996	100.00		1700.00

RECORD OF PAYMENTS

Date	Payment	Balance Due
02/06/1996	800.00	1600.00
01/18/1997	200.00	1500.00
01/18/1997	1500.00	0.00

* Not including any days lost

Reproduced Locally

OPM Form 1514

Office of Personnel Management

Rev. March 1991

SALARY TABLE NO. -0000GS

Effective01-01-1995

HOURLY

Rates by Grade and Step in US Dollars

	1	2	3	4	5	6	7	8	9	10
GS-01	6.42	6.64	6.85	7.06	7.28	7.40	7.61	7.83	7.84	8.04
02	7.22	7.39	7.63	7.84	7.92	8.16	8.39	8.62	8.86	9.09
03	7.88	8.14	8.41	8.67	8.93	9.19	9.46	9.72	9.98	10.24
04	8.85	9.14	9.44	9.73	10.03	10.32	10.61	10.91	11.20	11.50
05	9.90	10.23	10.56	10.89	11.22	11.55	11.88	12.21	12.54	12.87
06	11.03	11.40	11.77	12.14	12.50	12.87	13.24	13.61	13.98	14.34
07	12.26	12.67	13.08	13.49	13.89	14.30	14.71	15.12	15.53	15.94
08	13.58	14.03	14.48	14.94	15.39	15.84	16.29	16.74	17.20	17.65
09	15.00	15.50	16.00	16.50	17.00	17.50	18.00	18.50	19.00	19.50
10	16.52	17.07	17.62	18.17	18.72	19.27	19.82	20.37	20.92	21.47
11	18.15	18.75	19.36	19.96	20.57	21.17	21.78	22.38	22.98	23.59
12	21.75	22.47	23.20	23.92	24.65	25.37	26.10	26.82	27.55	28.27
13	25.86	26.72	27.59	28.45	29.31	30.17	31.03	31.90	32.76	33.62
14	30.56	31.58	32.60	33.62	34.64	35.65	36.67	37.69	38.71	39.73
15	35.95	37.15	38.34	39.54	40.74	41.94	43.14	44.34	45.53	46.73
16	34.64	35.80	36.95	38.11	39.00	39.62	40.76	41.89	43.02	
17	39.79	41.11	42.44	43.76	45.09					

SALARY TABLE NO. -0000GS

Effective01-01-1995

BIWEEKLY

Rates by Grade and Step in US Dollars

	1	2	3	4	5	6	7	8	9	10	
GS-01	513.60	531.20	548.00	564.80	582.40	592.00	608.80	626.40	627.20	643.20	
02	577.60	591.20	610.40	627.20	633.60	652.80	671.20	689.60	708.80	727.20	
03	630.40	651.20	672.80	693.60	714.40	735.20	756.80	777.60	798.40	819.20	
04	708.00	731.20	755.20	778.40	802.40	825.60	848.80	872.80	896.00	920.00	
05	792.00	818.40	844.80	871.20	897.60	924.00	950.40	976.80	1,003.20	1,029.60	
06	882.40	912.00	941.60	971.20	1,000.00	1,029.60	1,059.20	1,088.80	1,118.40	1,147.20	
07	980.80	1,013.60	1,046.40	1,079.20	1,111.20	1,144.00	1,176.80	1,209.60	1,242.40	1,275.20	
08	1,086.40	1,122.40	1,158.40	1,195.20	1,231.20	1,267.20	1,303.20	1,339.20	1,376.00	1,412.00	
09	1,200.00	1,240.00	1,280.00	1,320.00	1,360.00	1,400.00	1,440.00	1,480.00	1,520.00	1,560.00	
10	1,321.60	1,365.60	1,409.60	1,453.60	1,497.60	1,541.60	1,585.60	1,629.60	1,673.60	1,717.60	
11	1,452.00	1,500.00	1,548.80	1,596.80	1,645.60	1,693.60	1,742.40	1,790.40	1,838.40	1,887.20	
12	1,740.00	1,797.60	1,856.00	1,913.60	1,972.00	2,029.60	2,088.00	2,145.60	2,204.00	2,261.60	
13	2,068.80	2,137.60	2,207.20	2,276.00	2,344.80	2,413.60	2,482.40	2,552.00	2,620.80	2,689.60	
14	2,444.80	2,526.40	2,608.00	2,689.60	2,771.20	2,852.00	2,933.60	3,015.20	3,096.80	3,178.40	
15	2,876.00	2,972.00	3,067.20	3,163.20	3,259.20	3,355.20	3,451.20	3,547.20	3,642.40	3,738.40	
16	2,771.20	2,864.00	2,956.00	3,048.80	3,120.00	3,169.60	3,260.80	3,351.20	3,441.60		
17	3,183.20	3,288.80	3,395.20	3,500.80	3,607.20						

SALARY TABLE NO. -0000GS

Effective01-01-1995

MONTHLY

Rates by Grade and Step in US Dollars

	1	2	3	4	5	6	7	8	9	10	
GS-01	1,112.80	1,150.93	1,187.33	1,223.73	1,261.87	1,282.67	1,319.07	1,357.20	1,358.93	1,393.60	
02	1,251.47	1,280.93	1,322.53	1,358.93	1,372.80	1,414.40	1,454.27	1,494.13	1,535.73	1,575.60	
03	1,365.87	1,410.93	1,457.73	1,502.80	1,547.87	1,592.93	1,639.73	1,684.80	1,729.87	1,774.93	
04	1,534.00	1,584.27	1,636.27	1,686.53	1,738.53	1,788.80	1,839.07	1,891.07	1,941.33	1,993.33	
05	1,716.00	1,773.20	1,830.40	1,887.60	1,944.80	2,002.00	2,059.20	2,116.40	2,173.60	2,230.80	
06	1,911.87	1,976.00	2,040.13	2,104.27	2,166.67	2,230.80	2,294.93	2,359.07	2,423.20	2,485.60	
07	2,125.07	2,196.13	2,267.20	2,338.27	2,407.60	2,478.67	2,549.73	2,620.80	2,691.87	2,762.93	
08	2,353.87	2,431.87	2,509.87	2,589.60	2,667.60	2,745.60	2,823.60	2,901.60	2,981.33	3,059.33	
09	2,600.00	2,686.67	2,773.33	2,860.00	2,946.67	3,033.33	3,120.00	3,206.67	3,293.33	3,380.00	
10	2,863.47	2,958.80	3,054.13	3,149.47	3,244.80	3,340.13	3,435.47	3,530.80	3,626.13	3,721.47	
11	3,146.00	3,250.00	3,355.73	3,459.73	3,565.47	3,669.47	3,775.20	3,879.20	3,983.20	4,088.93	
12	3,770.00	3,894.80	4,021.33	4,146.13	4,272.67	4,397.47	4,524.00	4,648.80	4,775.33	4,900.13	
13	4,482.40	4,631.47	4,782.27	4,931.33	5,080.40	5,229.47	5,378.53	5,529.33	5,678.40	5,827.47	
14	5,297.07	5,473.87	5,650.67	5,827.47	6,004.27	6,179.33	6,356.13	6,532.93	6,709.73	6,886.53	
15	6,231.33	6,439.33	6,645.60	6,853.60	7,061.60	7,269.60	7,477.60	7,685.60	7,891.87	8,099.87	
16	6,004.27	6,205.33	6,404.67	6,605.73	6,760.00	6,867.47	7,065.07	7,260.93	7,456.80		
17	6,896.93	7,125.73	7,356.27	7,585.07	7,815.60						

SALARY TABLE NO. -0000GS

Effective01-01-1995

ANNUAL

Rates by Grade and Step in US Dollars

	1	2	3	4	5	6	7	8	9	10		Within-Grade Increase Amounts
GS-01	13,362	13,807	14,252	14,694	15,140	15,401	15,838	16,281	16,299	16,718		373
02	15,023	15,380	15,878	16,299	16,482	16,967	17,452	17,937	18,422	18,907		432
03	16,392	16,938	17,484	18,030	18,576	19,122	19,668	20,214	20,760	21,306		546
04	18,401	19,014	19,627	20,240	20,853	21,466	22,079	22,692	23,305	23,918		613
05	20,588	21,274	21,960	22,646	23,332	24,018	24,704	25,390	26,076	26,762		686
06	22,948	23,713	24,478	25,243	26,008	26,773	27,538	28,303	29,068	29,833		765
07	25,501	26,351	27,201	28,051	28,901	29,751	30,601	31,451	32,301	33,151		850
08	28,242	29,183	30,124	31,065	32,006	32,947	33,888	34,829	35,770	36,711		941
09	31,195	32,235	33,275	34,315	35,355	36,395	37,435	38,475	39,515	40,555		1,040
10	34,353	35,498	36,643	37,788	38,933	40,078	41,223	42,368	43,513	44,658		1,145
11	37,744	39,002	40,260	41,518	42,776	44,034	45,292	46,550	47,808	49,066		1,258
12	45,236	46,744	48,252	49,760	51,268	52,776	54,284	55,792	57,300	58,808		1,508
13	53,793	55,586	57,379	59,172	60,965	62,758	64,551	66,344	68,137	69,930		1,793
14	63,567	65,686	67,805	69,924	72,043	74,162	76,281	78,400	80,519	82,638		2,119
15	74,773	77,265	79,757	82,249	84,741	87,233	89,725	92,217	94,709	97,201		2,492
16	72,298	74,708	77,118	79,528	81,396	82,697	85,060	87,424	89,787			1,943
17	83,032	85,800	88,568	91,336	94,104							1,230

DeptID	Job Code	Position No.	Effective Date	Position Title	REG	TMP	CON	Position Status	Status Date	Recruit Opens	INTERNAL Posting	EXTERNAL Posting	EXTERNAL Expiratn	Incumbent
000001	000029	TEST	07/18/2000	Personnel clerical and assista	R			Approved	07/18/2000					
	FJC025	FPNIR001	01/01/1980	PeopleSoft Administrator	R			Approved	01/01/1980					
	FJC026	FPNIR002	01/01/1980	Personnel Staffing Specialist	R			Approved	01/01/1980					
	FJC027	FPNIR003	01/01/1980	Administrator	R			Approved	01/01/1980					
000010	FJC028	FPNIR004	01/01/1980	Assistant Secretary	R			Approved	01/01/1980					
	FJC029	FPNIR005	01/01/1980	Administrator	R			Approved	01/01/1980					
	FJC030	FPNIR006	01/01/1980	Administrator	R			Approved	01/01/1980					
	FJC031	FPNIR007	01/01/1980	Administrator	R			Approved	01/01/1980					
	FJC048	FPNIR008	01/01/1980	Administrative Officer	R			Approved	01/01/1980					
	FJC056	FPNIR009	01/01/1980	Entomologist	R			Approved	01/01/1980					
	FJC059	FPNIR010	01/01/1980	Medical Officer	R			Approved	01/01/1980					
	FJC065	FPNIR011	01/01/1980	Veterinarian	R			Approved	01/01/1980					
	FJC068	FPNIR012	01/01/1980	Criminal Investigator	R			Approved	01/01/1980					
	FJC562	FPN01164	01/01/1980	Personnel clerical and assista	R			Approved	01/01/1980					
	FJC565	FPN01163	01/01/1980	Personnel management	R			Approved	01/01/1980					
	FJC567	FPN01162	01/01/1980	Personnel management	R			Approved	01/01/1980					
000011	FJC001	FPNIR013	01/01/1980	Mail Clerk	R			Approved	01/01/1980					
	FJC002	FPNIR014	01/01/1980	Mail Clerk	R			Approved	01/01/1980					
	FJC003	FPNIR015	01/01/1980	Operating Accountant	R			Approved	01/01/1980					
	FJC004	FPNIR016	01/01/1980	Chief Personnel Operations	R			Approved	01/01/1980					
	FJC005	FPNIR017	01/01/1980	Supervisory Personnel Manageme	R			Approved	01/01/1980					
	FJC006	FPNIR018	01/01/1980	Director of Personnel	R			Approved	01/01/1980					Garcia,Tomas
	FJC007	FPNIR019	01/01/1980	Personnel Clerk	R			Approved	01/01/1980					
	FJC008	FPNIR020	01/01/1980	Personnel Clerk	R			Approved	01/01/1980					Johnson,Beaulah
	FJC009	FPNIR021	01/01/1980	Personnel Assistant	R			Approved	01/01/1980					Kay,Jerzy
	FJC010	FPNIR022	01/01/1980	Personnel Assistant	R			Approved	01/01/1980					Luffe,Lotta
	FJC011	FPNIR023	01/01/1980	Personnel Assistant	R			Approved	01/01/1980					Malarkey,Fullah
	FJC012	FPNIR024	01/01/1980	Personnel Clerk	R			Approved	01/01/1980					Nunsense,Martin
	FJC013	FPNIR025	01/01/1980	Position Classification Specia	R			Approved	01/01/1980					Ortega,Josie
	FJC014	FPNIR026	01/01/1980	Position Classification Specia	R			Approved	01/01/1980					Peterson,Pete
	FJC015	FPNIR027	01/01/1980	Position Classification Specia	R			Approved	01/01/1980					Quartz,Crystal
	FJC016	FPNIR028	01/01/1980	Employee Relations Specialist	R			Approved	01/01/1980					Richardson,Juanita
	FJC017	FPNIR029	01/01/1980	Employee Relations Specialist	R			Approved	01/01/1980					Schwartz,Mike
	FJC018	FPNIR030	01/01/1980	Employee Relations Specialist	R			Approved	01/01/1980					
	FJC019	FPNIR031	01/01/1980	Employee Relations Specialist	R			Approved	01/01/1980					
	FJC020	FPNIR032	01/01/1980	Supervisory Employee Relations	R			Approved	01/01/1980					
	FJC021	FPNIR033	01/01/1980	Supervisory Employee Relations	R			Approved	01/01/1980					
	FJC022	FPNIR034	01/01/1980	Supervisory Employee Relations	R			Approved	01/01/1980					
	FJC023	FPNIR035	01/01/1980	Labor Relations Specialist	R			Approved	01/01/1980					
	FJC024	FPNIR036	01/01/1980	Labor Relations Specialist	R			Approved	01/01/1980					
	FJC028	FPNPD582	01/01/1980	Assistant Secretary	R			Approved	01/01/1980					
	FJC032	FPNIR037	01/01/1980	Administrator	R			Approved	01/01/1980					
	FJC033	FPNIR038	01/01/1980	Administrative Officer	R			Approved	01/01/1980					
	FJC034	FPNIR039	01/01/1980	Administrator	R			Approved	01/01/1980					

Dept Id	Job Code	Position No.	Position Title	FREG	PTMP	CULT	AR	FT	DL	Position Status	Position Date	Ann#	Reqn Date	Vacancy Status	Opens	Closes
000001	000029	TEST	Personnel clerical and assista	R		F				Approved	07/18/2000					
	FJC025	FPNIR001	PeopleSoft Administrator	R		F				Approved	01/01/1980					
	FJC026	FPNIR002	Personnel Staffing Specialist	R		F				Approved	01/01/1980					
	FJC027	FPNIR003	Administrator	R		F				Approved	01/01/1980					
000010	FJC028	FPNIR004	Assistant Secretary	R		F				Approved	01/01/1980					
	FJC029	FPNIR005	Administrator	R		F				Approved	01/01/1980					
	FJC030	FPNIR006	Administrator	R		F				Approved	01/01/1980					
	FJC031	FPNIR007	Administrator	R		F				Approved	01/01/1980					
	FJC048	FPNIR008	Administrative Officer	R		F				Approved	01/01/1980					
	FJC056	FPNIR009	Entomologist	R		F				Approved	01/01/1980					
	FJC059	FPNIR010	Medical Officer	R		F				Approved	01/01/1980					
	FJC065	FPNIR011	Veterinarian	R		F				Approved	01/01/1980					
	FJC068	FPNIR012	Criminal Investigator	R		F				Approved	01/01/1980					
	FJC562	FPN01164	Personnel clerical and assista	R		F				Approved	01/01/1980	710002	09/15/1998	Open		
	FJC565	FPN01163	Personnel management	R		F				Approved	01/01/1980	710002	09/15/1998	Open		
	FJC567	FPN01162	Personnel management	R		F				Approved	01/01/1980	710001	09/15/1998	Open		
000011	FJC001	FPNIR013	Mail Clerk	R		F				Approved	01/01/1980					
	FJC002	FPNIR014	Mail Clerk	R		F				Approved	01/01/1980					
	FJC003	FPNIR015	Operating Accountant	R		F				Approved	01/01/1980					
	FJC004	FPNIR016	Chief Personnel Operations	R		F				Approved	01/01/1980					
	FJC005	FPNIR017	Supervisory Personnel Manageme	R		F				Approved	01/01/1980					
	FJC007	FPNIR019	Personnel Clerk	R		F				Approved	01/01/1980					
	FJC018	FPNIR030	Employee Relations Specialist	R		F				Approved	01/01/1980					
	FJC019	FPNIR031	Employee Relations Specialist	R		F				Approved	01/01/1980					
	FJC020	FPNIR032	Supervisory Employee Relations	R		F				Approved	01/01/1980					
	FJC021	FPNIR033	Supervisory Employee Relations	R		F				Approved	01/01/1980					
	FJC022	FPNIR034	Supervisory Employee Relations	R		F				Approved	01/01/1980					
	FJC023	FPNIR035	Labor Relations Specialist	R		F				Approved	01/01/1980					
	FJC024	FPNIR036	Labor Relations Specialist	R		F				Approved	01/01/1980					
	FJC028	FPNPD582	Assistant Secretary	R		F				Approved	01/01/1980					
	FJC032	FPNIR037	Administrator	R		F				Approved	01/01/1980					
	FJC033	FPNIR038	Administrative Officer	R		F				Approved	01/01/1980					
	FJC034	FPNIR039	Administrator	R		F				Approved	01/01/1980					
	FJC035	FPNIR040	Mail Clerk	R		F				Approved	01/01/1980					
	FJC036	FPNIR041	File Clerk	R		F				Approved	01/01/1980					
	FJC037	FPNIR042	Work Unit Supervisor	R		F				Approved	01/01/1980					
	FJC038	FPNIR043	Secretary	R		F				Approved	01/01/1980					
	FJC039	FPNIR044	Secretary	R		F				Approved	01/01/1980					
	FJC040	FPNIR045	Clerk-Typist	R		F				Approved	01/01/1980					
	FJC041	FPNIR046	Clerk-Typist	R		F				Approved	01/01/1980					
	FJC042	FPNIR047	Clerk-Typist	R		F				Approved	01/01/1980					
	FJC043	FPNIR048	Clerk-Typist	R		F				Approved	01/01/1980					
	FJC049	FPNIR053	Administrative Officer	R		F				Approved	01/01/1980					
	FJC050	FPNIR054	Program Analyst	R		F				Approved	01/01/1980					

Agency - Sub-Agency Report

Federal EIN:000000000

Period Covered: to01/01/1999

Sub Agency:
Internal Research Depart-NR

PATCOB Categories	- - - NUMBER OF EMPLOYEES - - - Disabled Veterans	Vietnam Era Veterans	- - - NEW HIRES (Previous 12 Months) - - - Disabled Veterans	Vietnam Era Veterans	Total, Both Veterans and Non-Veterans
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	1
	0	0	0	0	0
	0	0	0	0	0
TOTAL	0	0	0	0	1

Agency - POI Report

Federal EIN:000000000

Period Covered: to01/01/1999

POI Name and Address:
Headquarters Operations
1111 CONSTITUTION AVENUE, NW
20224

PATCOB Categories	- - - NUMBER OF EMPLOYEES - - - Disabled Veterans	Vietnam Era Veterans	- - - NEW HIRES (Previous 12 Months) - - - Disabled Veterans	Vietnam Era Veterans	Total, Both Veterans and Non-Veterans
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	1
	0	0	0	0	0
	0	0	0	0	0
TOTAL	0	0	0	0	1

VETS-100

Agency Totals

Federal EIN:000000000

Period Covered: to 01/01/1999

PATCOB Categories	- - - NUMBER OF EMPLOYEES - - - Disabled Veterans	Vietnam Era Veterans	- - - NEW HIRES (Previous 12 Months) - - - Disabled Veterans	Vietnam Era Veterans	Total, Both Veterans and Non-Veterans
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	1
	0	0	0	0	0
	0	0	0	0	0
TOTAL	0	0	0	0	1

End of Report

Dept Id	Job Code	Position No.	Effective Date	Position Title	Reports To	Agency	Location	Max Head Count	Reg Temp	/Full / Part	Std Hours	Position Status	Status Date	Budg Posn
000001	000029	TEST	07/18/2000	Personnel clerical and assista		FR	00001	1	R	F	40.00	Approved	07/18/2000	Y
	FJC025	FPNIR001	01/01/1980	PeopleSoft Administrator		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC026	FPNIR002	01/01/1980	Personnel Staffing Specialist		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC027	FPNIR003	01/01/1980	Administrator		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
000010	FJC028	FPNIR004	01/01/1980	Assistant Secretary		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC029	FPNIR005	01/01/1980	Administrator		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC030	FPNIR006	01/01/1980	Administrator		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC031	FPNIR007	01/01/1980	Administrator		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC048	FPNIR008	01/01/1980	Administrative Officer		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC056	FPNIR009	01/01/1980	Entomologist		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC059	FPNIR010	01/01/1980	Medical Officer		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC065	FPNIR011	01/01/1980	Veterinarian		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC068	FPNIR012	01/01/1980	Criminal Investigator		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC562	FPN01164	01/01/1980	Personnel clerical and assista		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC565	FPN01163	01/01/1980	Personnel management		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC567	FPN01162	01/01/1980	Personnel management		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
000011	FJC001	FPNIR013	01/01/1980	Mail Clerk		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC002	FPNIR014	01/01/1980	Mail Clerk		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC003	FPNIR015	01/01/1980	Operating Accountant		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC004	FPNIR016	01/01/1980	Chief Personnel Operations		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC005	FPNIR017	01/01/1980	Supervisory Personnel Manageme		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC006	FPNIR018	01/01/1980	Director of Personnel		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC007	FPNIR019	01/01/1980	Personnel Clerk		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC008	FPNIR020	01/01/1980	Personnel Clerk		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC009	FPNIR021	01/01/1980	Personnel Assistant		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC010	FPNIR022	01/01/1980	Personnel Assistant		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC011	FPNIR023	01/01/1980	Personnel Assistant		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC012	FPNIR024	01/01/1980	Personnel Clerk		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC013	FPNIR025	01/01/1980	Position Classification Specia		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC014	FPNIR026	01/01/1980	Position Classification Specia		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC015	FPNIR027	01/01/1980	Position Classification Specia		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC016	FPNIR028	01/01/1980	Employee Relations Specialist		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC017	FPNIR029	01/01/1980	Employee Relations Specialist		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC018	FPNIR030	01/01/1980	Employee Relations Specialist		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC019	FPNIR031	01/01/1980	Employee Relations Specialist		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC020	FPNIR032	01/01/1980	Supervisory Employee Relations		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC021	FPNIR033	01/01/1980	Supervisory Employee Relations		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC022	FPNIR034	01/01/1980	Supervisory Employee Relations		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC023	FPNIR035	01/01/1980	Labor Relations Specialist		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC024	FPNIR036	01/01/1980	Labor Relations Specialist		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC028	FPNPD582	01/01/1980	Assistant Secretary		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC032	FPNIR037	01/01/1980	Administrator		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y
	FJC033	FPNIR038	01/01/1980	Administrative Officer		FR	00001	99	R	F	40.00	Approved	01/01/1980	Y

Agency FD Federal Deposit Insurance Corp
Department 000129

POSITION				INCUMBENT								
Job Code	Position No./ Position Title	Position Status	SALARY Pln/Tbl/Grd	Entry Date	Exit Date	Incumbent Name	Empl ID	Entry Salary		Exit Salary	Entry Pln/Tbl/Grd	Exit Pln/Tbl/Grd	Exit Reason
FJC003	FPNDO451 Operating Accountant	Approved	GS 000005	01/05/1997		Blue,Gerald	FG951	23,608	A		000005		
FJC006	FPNDO454 Director of Personnel	Approved	GS 000015	01/05/1997		Balto,High	FG950	85,779	A		000015		
FJC007	FPNDO455 Personnel Clerk	Approved	GS 000005	01/05/1997		Chips,Berkley	FG952	23,608	A		000005		
FJC009	FPNDO457 Personnel Assistant	Approved	GS 000006	01/05/1997		DeLane,Sheila	FG953	26,333	A		000006		
FJC010	FPNDO458 Personnel Assistant	Approved	GS 000007	01/05/1997		Franc,Jon	FG954	29,245	A		000007		
FJC013	FPNDO461 Position Classification Specia	Approved	GS 000009	01/05/1997		Folls,Able	FG955	35,776	A		000009		
FJC014	FPNDO462 Position Classification Specia	Approved	GS 000011	01/05/1997		Jewel,Merta	FG956	43,306	A		000011		
FJC016	FPNDO464 Employee Relations Specialist	Approved	GS 000007	01/05/1997		Rincon,Lucille	FG958	29,245	A		000007		
FJC017	FPNDO465 Employee Relations Specialist	Approved	GS 000009	01/05/1997		Johnson,Yolanda	FG959	35,776	A		000009		
FJC018	FPNDO466 Employee Relations Specialist	Approved	GS 000011	01/05/1997		Kay,John	FG960	43,306	A		000011		
FJC019	FPNDO467 Employee Relations Specialist	Approved	GS 000012	01/05/1997		Michelle,Marilyn	FG957	51,896	A		000012		
				01/05/1997		Luffe,Lotta	FG961	51,896	A		000012		

Position No.	Effective Date	Action Date	Act Rsn	Position Title	DeptID	Job Code	Reports To	Agency	Location	Max Head Count	R|T E|M G|P	Full/ Part	Std Hours	Status	Date	Budg Posn
19000001	01/01/1980	01/01/1980	NEW	President & CEO	KU000	KU001	19000001	GBI	KUNY00	1	R	F	40.00	Approved	01/01/1980	Y
19000003	01/01/1996	01/01/1996		Manager-Compensation/Benefits	KU001	KU003	19000210	GBI	KUNY00	3	R	F	40.00	Approved	01/01/1980	Y
	01/01/1980	01/01/1980	NEW	Manager-Compensation/Benefits	KU001	KU003	19000210	GBI	KUNY00	1	R	F	40.00	Approved	01/01/1980	Y
19000004	02/01/1996	02/01/1996		Manager-Employment/Recruitment	KU001	KU004	19000210	GBI	KUNY00	2	R	F	40.00	Approved	02/01/1996	Y
	01/01/1980	01/01/1980	NEW	Manager-Employment/Recruitment	KU001	KU004	19000210	GBI	KUNY00	1	R	F	40.00	Approved	01/01/1980	Y
19000005	01/01/1980	01/01/1980	NEW	Management - Staff Assistant	KU005	KU147	19000230	GBI	KUDE00	1	R	F	40.00	Approved	01/01/1980	Y
19000006	01/01/1980	01/01/1980	NEW	Sales Product Consultant	KU010	KU058	19000420	GBI	KUCA00	4	R	F	40.00	Approved	01/01/1980	Y
19000007	09/01/1996	09/01/1996		HRIS Specialist	KU001	KU099	19000029	GBI	KUNY00	4	R	F	40.00	Approved	09/01/1996	Y
	01/01/1980	01/01/1980	NEW	HRIS Specialist	KU001	KU099	19000029	GBI	KUNY00	4	R	F	40.00	Approved	01/01/1980	Y
19000009	01/01/1980	01/01/1980	NEW	Employment Specialist	KU001	KU008	19000004	GBI	KUNY00	1	R	F	40.00	Approved	01/01/1980	Y
19000010	01/01/1980	01/01/1980	NEW	Benefits Specialist	KU001	KU098	19000003	GBI	KUNY00	4	R	F	40.00	Approved	01/01/1980	Y
19000012	09/01/1996	09/01/1996		HRIS Specialist	KU001	KU099	19000013	GBI	KUNY00	2	R	F	40.00	Approved	09/01/1996	Y
19000013	09/01/1996	09/01/1996		Manager-Finance	KU001	KU112	19000230	GBI	KUNY00	4	R	F	40.00	Approved	09/01/1996	Y
	01/01/1980	01/01/1980	NEW	Manager-Finance	KU001	KU112	19000230	GBI	KUNY00	1	R	F	40.00	Approved	01/01/1980	Y
19000015	01/01/1980	01/01/1980	NEW	Labor Relations Specialist	KU001	KU114	19000013	GBI	KUNY00	1	R	F	40.00	Approved	01/01/1980	Y
19000016	01/01/1980	01/01/1980	NEW	Health & Safety Specialist	KU001	KU115	19000005	GBI	KUNY00	1	R	F	40.00	Approved	01/01/1980	Y
19000017	01/01/1980	01/01/1980	NEW	Senior Secretary	KC001	KC003	19000101	GBI	KCON00	5	R	F	40.00	Approved	01/01/1980	Y
19000018	01/01/1980	01/01/1980	NEW	Administrative Assistant	KU001	KU051	19000005	GBI	KUNY00	10	R	F	40.00	Approved	01/01/1980	Y
19000022	01/01/1980	01/01/1980	NEW	Data Entry Clerk	KU001	KU120	19000029	GBI	KUNY00	10	R	F	40.00	Approved	01/01/1980	Y
19000024	01/01/1980	01/01/1990	NEW	General Auditor	KU005	KU105	19000001	GBI	KUDE00	10	R	F	40.00	Approved	01/01/1980	Y
19000025	01/01/1980	01/01/1980	NEW	Manager-Employee Relations	KU005	KU028	19000210	GBI	KUDE00	1	R	F	40.00	Approved	01/01/1980	Y
19000026	01/01/1980	01/01/1980	NEW	Sr Payroll Clerk	KU005	KU071	19000025	GBI	KUDE00	2	R	F	40.00	Approved	01/01/1980	Y
19000027	01/01/1980	01/01/1980	NEW	Payroll Clerk	KU005	KU072	19000025	GBI	KUDE00	5	R	F	40.00	Approved	01/01/1980	Y
19000029	01/01/1980	01/01/1980	NEW	Manager-HR Systems	KU003	KU116	19000210	GBI	KUCA00	3	R	F	40.00	Approved	01/01/1980	Y
19000030	01/01/1980	01/01/1980	NEW	Systems Analyst	KU003	KU059	19000029	GBI	KUCA00	5	R	F	40.00	Approved	01/01/1980	Y

Department

Position No./Emplid	Effective Date	Position Title/Employee Name	Reports To	DeptID	PD Number	Plan	Pay Grd	Agency	Location	Reg/ Temp	Full/ Part	Std Hours	Work Period	Hol Sch	Shift	Telephone	Union Code

Department 000041 Office of the Director - Plann

Position No./Emplid	Effective Date	Position Title/Employee Name	Reports To	DeptID	PD Number	Plan	Pay Grd	Agency	Location	Reg/ Temp	Full/ Part	Std Hours	Work Period	Hol Sch	Shift	Telephone	Union Code
FPNMOC02	01/01/1980	Mail Clerk	FPNMOC03	000041	FJC002GS		11	FR	00001	R	F	40.00	Weekly		N		
FG1500	01/01/1997	Androtti,Luigi	FPNMOC03	000041	FJC002GS		01	FR	00001	R	F	40.00	Weekly	FHL	N		
FPNMOC02	01/01/1980	Mail Clerk	FPNMOC03	000041	FJC002GS		11	FR	00001	R	F	40.00	Weekly		N		
FG7021	02/01/1997	Nillie,Willy	FPNMOC03	000041	FJC002GS		01	FR	00001	R	F	40.00	Weekly	FHL	N		
FPNMOC02	01/01/1980	Mail Clerk	FPNMOC03	000041	FJC002GS		11	FR	00001	R	F	40.00	Weekly		N		
FG7030	01/01/1997	Barker,Clive	FPNMOC03	000041	FJC002GS		01	FR	00001	R	F	40.00	Weekly	FHL	N		

Agency	EMPLID	Name	Message
FR	FG1501	Mosley,Frank	Duplicate action found for transaction - review and process manually Reports To field of new position does not match that of the old position New entry inserted with WIP status
FR	FG1507	Smith,Will	Duplicate action found for transaction - review and process manually Reports To field of new position does not match that of the old position New entry inserted with WIP status
FR	FG1508	Colvin,Shawn	Duplicate action found for transaction - review and process manually Reports To field of new position does not match that of the old position New entry inserted with WIP status

Occupation Series	Effdt	Status	Patcob Code	Functional Class	Official Title
0006	01/01/1900	A	Administrative	N	Correctional institution
0007	01/01/1900	A	Other White Collar	N	Correctional officer
0011	01/01/1900	A	Administrative	N	Bond sales promotion
0018	01/01/1900	A	Administrative	N	Safety and occupational health
0019	01/01/1900	A	Technical	N	Safety technician
0020	01/01/1900	A	Professional	Y	Community planning
0021	01/01/1900	A	Technical	N	Community planning technician
0023	01/01/1900	A	Administrative	N	Outdoor recreation planning
0025	01/01/1900	A	8	N	Park ranger
0028	01/01/1900	A	Administrative	N	Environmental protection specialist
0029	01/01/1900	A	Technical	N	Environmental protection assistant
0030	01/01/1900	A	Administrative	N	Sports specialist
0050	01/01/1900	A	Administrative	N	Funeral directing
0060	01/01/1900	A	Professional	N	Chaplain
0062	01/01/1900	A	Administrative	N	Clothing design
0072	01/01/1900	A	1	N	Fingerprint identification
0080	01/01/1900	A	Administrative	N	Security administration
0081	01/01/1900	A	Other White Collar	N	Fire protection and prevention
0082	01/01/1900	A	Other White Collar	N	United States Marshal
0083	01/01/1900	A	Other White Collar	N	Police
0084	01/01/1900	A	Other White Collar	N	Nuclear materials courier
0085	01/01/1900	A	Other White Collar	N	Security Guard
0086	01/01/1900	A	Clerical	N	Security clerical and assistance
0090	01/01/1900	A	Technical	N	Guide
0095	01/01/1900	A	Professional	N	Foreign law specialist
0098	03/01/2000	I	Other White Collar	N	General trainee
0099	01/01/1900	A	Other White Collar	N	General student trainee
0101	01/01/1900	A	Professional	Y	Social science
0102	01/01/1900	A	Technical	N	Social science aid and technician
0105	01/01/1900	A	Administrative	N	Social insurance administration
0106	01/01/1900	A	Administrative	N	Unemployment insurance
0107	01/01/1900	A	Administrative	N	Health insurance administration
0110	01/01/1900	A	Professional	Y	Economist
0119	01/01/1900	A	Technical	N	Economics assistant
0120	01/01/1900	A	Administrative	N	Food assistance program specialist
0130	01/01/1900	A	Professional	N	Foreign affairs
0131	01/01/1900	A	Professional	N	International relations
0132	01/01/1900	A	Administrative	N	Intelligence
0134	01/01/1900	A	Clerical	N	Intelligence aid and clerk
0135	01/01/1900	A	Professional	N	Foreign agricultural affairs
0136	01/01/1900	A	Administrative	N	International cooperation
0140	01/01/1900	A	Professional	Y	Manpower research and analysis
0142	01/01/1900	A	Administrative	N	Manpower development
0150	01/01/1900	A	Professional	Y	Geography
0160	01/01/1900	A	Administrative	N	Civil rights analysis
0170	01/01/1900	A	Professional	Y	History
0180	01/01/1900	A	Professional	N	Psychology
0181	01/01/1900	A	Technical	N	Psychology aid and technician
0184	01/01/1900	A	Professional	Y	Sociology
0185	01/01/1900	A	Professional	Y	Social work
0186	01/01/1900	A	Technical	N	Social services aid and assistant
0187	01/01/1900	A	Administrative	N	Social services
0188	01/01/1900	A	Administrative	N	Recreation specialist
0189	01/01/1900	A	Technical	N	Recreation aid and assistant

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.: FPNDO055

2. Reason for Submission: [ ] Redescription [X] New [ ] Reestablishment [ ] Other

3. Service: [ ] Hdqtrs. [X] Field

4. Employing Office Location: Headquarters

5. Duty Station: Headquarters

6. OPM Certification No.:

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interests

9. Subject to IA Action: [ ] Yes [X] No

Explanation (Show any positions replaced)

10. Position Status: [X] Competitive [ ] Excepted (Specify in Remarks) [ ] SES (Gen.) [ ] SES (CR)

11. Position Is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: [X] 1- Non Sensitive [ ] 3- Critical Sensitive [ ] 2- Noncritical Sensitive [ ] 4- Special Sensitive

13. Competitive Level Code:

14. Agency Use: 01-01-1980

15. Classified/Grade by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment	Program Analyst	GS	0345			
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title): Program Analyst

17. Name of Employee (if vacant, specify): Vacant

18. Department, Agency, or Establishment: Federal Reserve System-Board

a. First Subdivision: Internal Research Depart-NR

b. Second Subdivision:

c. Third Subdivision:

d. Fourth Subdivision:

e. Fifth Subdivision:

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may consitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Signature / Date

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature / Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

Signature / Date

22. Position Classification Standards Used in Classifying/Grading Position

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office of the U.S. Office of Personnel Management

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

Instructions for Completing Optional Form 8
POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

* 1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.

* 2. Check One.
- o "Redescription" means the duties and/or responsibilities of an existing position are being changed.
- o "New" means the position has not previously existed.
- o "Reestablishment" means the position previously existed, but had been cancelled.
- o "Other" covers such things as change in title or occpational series without a change in duties or responsibilities.
- o The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.

3. Check One.

* 4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).

* 5. Enter geographical location if different from that of #4.

6. To be completed by OPM when certifying positions. (See item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).

* 7. Check one to show whether the incumbent is exempt or non-exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.

8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosre Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement

9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.

10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved Position.

11. Check one.
- o A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory".
- o A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.

12. Check one to show whether the position is non-sensitive, non-critical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351

14. Agencies may use this block for any additional coding requirement

* 15. Enter classification/job grading action
- o For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
- o For "Play Plan" code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.
- o For "Occupational Code," see the applicable standard; or, where no standardhas been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.

16. Enter the organiztional, functional, or working title if it differs from the official title

17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."

* 18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.

19. If the position is occupied, have the incumbent read the attached descriptions of duties and responsibilities. The employee's signature is optional.

* 20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.

* 21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.

22. Enter the positions classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."

23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and the classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.

24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.

* 25. Type the description on plain board paper and attach to the form. The agency position number should be shown on the attachement. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

Loc Code	Effective Date	City/	State	Ctry	Loc Pay Area	LEO Pay	LOC %	IGA %	LEO %	MSA	CMSA
010000000	01/01/1980	ALABAMA	AL	USA	99	0	0.00	0.00	0.00		
010000001	01/01/1980	AUTAUGA	AL	USA	88	0	0.00	0.00	0.00	5240	
010000003	01/01/1980	BALDWIN	AL	USA	88	0	0.00	0.00	0.00	5160	
010000005	01/01/1980	BARBOUR	AL	USA	88	0	0.00	0.00	0.00		
010000007	01/01/1980	BIBB	AL	USA	88	0	0.00	0.00	0.00		
010000009	01/01/1980	BLOUNT	AL	USA	88	0	0.00	0.00	0.00	1000	
010000011	01/01/1980	BULLOCK	AL	USA	88	0	0.00	0.00	0.00		
010000013	01/01/1980	BUTLER	AL	USA	88	0	0.00	0.00	0.00		
010000015	01/01/1980	CALHOUN	AL	USA	88	0	0.00	0.00	0.00	0450	
010000017	01/01/1980	CHAMBERS	AL	USA	88	0	0.00	0.00	0.00		
010000019	01/01/1980	CHEROKEE	AL	USA	88	0	0.00	0.00	0.00		
010000021	01/01/1980	CHILTON	AL	USA	88	0	0.00	0.00	0.00		

Action	Award Type	Effective Date	NOA Code	Description
AWD	72	01/01/1980	872	Time Off Award
AWD	73	01/01/1980	873	Foreign Language Award
AWD	74	01/01/1980	874	Gainsharing Award
AWD	75	01/01/1980	875	Suggestion Award
AWD	76	01/01/1980	876	Invention Award
AWD	77	01/01/1980	877	Special Act or Service
AWD	78	01/01/1980	878	SES Rank Award
AWD	79	01/01/1980	879	SES Performance Award
AWD	7A	01/01/1980	877	Fast Track Award
AWD	85	01/01/1980	885	Performance Award
AWD	FT	01/01/1980	877	On the Spot Cash Award
AWH	CA	01/01/1900		Certificate of Achievement
AWH	EM	01/01/1900		Employee of the Month
AWH	GF	01/01/1900		Gerrit D. Foster Award

End of Report

Occupational Series	Position Title Code	Effective Date	Official Description	Abbreviated Description
0201	01	01/01/1980	Personnel management	Personnel management
0201	02	01/01/1980	Chief Personnel Operations	Chief Personnel Operations
0201	03	01/01/1980	Director of Personnel	Director of Personnel
0201	04	01/01/1980	Personnel Management Specialist	Personnel Management Spec
0201	05	01/01/1980	Supervisory Personnel Management	Supervisory Personnel Manageme
0203	01	01/01/1980	Personnel clerical and assistance	Personnel clerical and assist
0203	02	01/01/1980	Personnel Clerk	Personnel Clerk
0203	03	01/01/1980	Personnel Assistant	Pers Asst
0212	01	01/01/1980	Personnel Staffing Specialist	Personnel Staff Spec
0221	01	01/01/1980	Position Classification Specialist	Position Classification Spec
0230	01	01/01/1980	Employee Relations Specialist	Employee Relations Specialist
0230	02	01/01/1980	Supervisory Employee Relations	Supvy Empl Relations Spec
0233	01	01/01/1980	Labor Relations Specialist	Labor Relations Specialist
0233	02	01/01/1980	Supervisory Labor Relations Specialist	Supervisory Labor Relations
0260	01	01/01/1980	EEO Specialist	EEO Specialist
0301	01	01/01/1980	Miscellaneous administration and	Miscellaneous administration
0301	02	01/01/1980	Administrator	Administrator
0301	03	01/01/1980	Public Affairs Officer	Public Affairs Officer
0301	04	01/01/1980	Administrative Officer	Administrative Officer
0301	05	01/01/1980	Mail Clerk	Mail Clerk
0301	06	01/01/1980	Assistant Secretary	Assistant Secretary
0305	01	01/01/1980	Mail Clerk	Mail Clerk
0305	02	01/01/1980	File Clerk	File Clerk
0313	01	01/01/1980	Work Unit Supervisor	Work Unit Supervisor
0318	01	01/01/1980	Lead Secretary	Lead Secretary
0318	02	01/01/1980	Secretary	Secretary
0322	01	01/01/1980	Clerk-Typist	Clerk-Typist
0332	01	01/01/1980	Computer Operator	Computer Operator
0332	02	01/01/1980	Chief Computer Operations	Chief Computer Operations
0334	01	01/01/1980	Computer specialist	Computer specialist
0334	02	01/01/1980	Computer Specialist	Computer Specialist
0334	03	01/01/1980	Network Services Administrator	Network Services Administrator
0334	20	01/01/1980	Computer Specialist	Computer Specialist
0334	21	01/01/1980	Supervisory Computer Specialist	Supervisory Computer Spec
0335	01	01/01/1980	Computer Assistant	Computer Assistant
0335	02	01/01/1980	Computer Clerk	Computer Clerk
0335	03	01/01/1980	Computer Programmer	Computer Programmer
0340	01	01/01/1980	Computer Programmer	Computer Programmer
0340	02	01/01/1980	Supervisory Computer Programmer	Supvy Computer Programmer
0341	01	01/01/1980	Administrative Officer	Administrative Officer
0341	02	01/01/1980	Supervisory Administrative Officer	Supvy Administrative Officer
0345	01	01/01/1980	Program analysis	Program analysis
0345	PA	01/01/1980	Program Analyst	Program Analyst
0360	01	01/01/1980	EEO Officer	EEO Officer
0360	02	01/01/1980	Supervisory EEO Officer	Supvy EEO Officer
0391	01	01/01/1980	Telecommunications Specialist	Telecommunications Specialist
0391	02	01/01/1980	Supervisory Telecommunications	Supvy Telecomm Spec
0414	01	01/01/1980	Entomologist	Entomologist
0501	01	01/01/1980	Chief Financial Officer	Chief Financial Officer
0501	02	01/01/1980	Payroll Supervisor	Payroll Supervisor
0510	01	01/01/1980	Accountant	Accountant
0510	02	01/01/1980	Supervisory Accountant	Supervisory Accountant
0510	03	01/01/1980	Operating Accountant	Operating Accountant
0511	01	01/01/1980	Auditor	Auditor
0512	01	01/01/1980	Internal Revenue Agent	Internal Revenue Agent
0512	02	01/01/1980	Supervisory Internal Revenue Agent	Supervisory Internal Revenue
0540	01	01/01/1980	Voucher Examiner	Voucher Examiner

Occupational Series	Position Title Code	Effective Date	Official Description	Abbreviated Description
0560	01	01/01/1980	Budget Analyst	Budget Analyst
0560	02	01/01/1980	Supervisory Budget Analyst	Supervisory Budget Analyst
0561	01	01/01/1980	Budget Clerk	Budget Clerk
0561	02	01/01/1980	Budget Assistant	Budget Assistant
0592	01	01/01/1980	Tax Examiner	Tax Examiner
0602	01	01/01/1980	Medical Officer	Medical Officer
0620	01	01/01/1980	Practical Nurse	Practical Nurse
0661	0661	01/01/1980	Pharmacist	Pharm
0680	01	01/01/1980	Dental Officer	Dental Officer
0701	01	01/01/1980	Veterinarian	Veterinarian
0904	01	01/01/1980	Law Clerk	Law Clerk
0905	01	01/01/1980	Lawyer	Lawyer
0935	01	01/01/1980	Admnistrative Law Judge	ALJ
0950	01	01/01/1980	Paralegal Specialist	Paralegal Specialist
1082	01	01/01/1980	Writer	Writer
1082	02	01/01/1980	Head Writer	Head Writer
1082	03	01/01/1980	Editor	Editor
1082	04	01/01/1980	Editor-in-Chief	Editor-in-Chief
1083	01	01/01/1980	Technical Writer	Technical Writer
1083	02	01/01/1980	Head Technical Writer	Head Technical Writer
1083	03	01/01/1980	Technical Editor	Technical Editor
1083	04	01/01/1980	Head Technical Editor	Head Technical Editor
1102	01	01/01/1980	Contract Specialist	Contract Specialist
1102	02	01/01/1980	Supervisory Contract Specialist	Supvy Contract Specialist
1105	01	01/01/1980	Purchasing Agent	Purchasing Agent
1105	02	01/01/1980	Supervisory Purchasing Agent	Supvy Purchasing Agent
1106	01	01/01/1980	Procurement Clerk	Procurement Clerk
1106	02	01/01/1980	Procurement Assistant	Procurement Assistant
1176	01	01/01/1980	Building Manager	Building Manager
1410	01	01/01/1980	Librarian	Librarian
1410	02	01/01/1980	Supervisory Librarian	Supervisory Librarian
1810	01	01/01/1980	Investigator	Investigator
1811	01	01/01/1980	Criminal Investigator	Criminal Investigator
2101	01	01/01/1980	Transportation Specialist	Transportation Specialist
2101	02	01/01/1980	Supervisory Transportation Specialist	Supvy Transportation Spec
2102	01	01/01/1980	Transportation Clerk	Transportation Clerk
2102	02	01/01/1980	Transportation Assistant	Transportation Assistant
2805	01	01/01/1980	Electrician	Electrician
2805	02	01/01/1980	Head Electrician	Head Electrician
3502	01	01/01/1980	Laborer	Laborer
3502	02	01/01/1980	Head Laborer	Head Laborer
3566	01	01/01/1980	Custodian	Custodian
3566	02	01/01/1980	Head Custodian	Head Custodian
5703	01	01/01/1980	Motor Vehicle Operator	Motor Vehicle Operator
5703	02	01/01/1980	Driver	Driver
5703	03	01/01/1980	Head Driver	Head Driver

End of Report

Job Code	Effective Date	Official Title	Supervisory Level	Occ Series	Pay Plan	Pay Table	Grd	FLSA Stat	Std Hours	OPM Cert Nbr	PATCOB Code	Classification Total Points	Training Program	Posn Sens Code	IA Actns
000029	01/01/198	Personnel clerical and assistance	8	0203	GS			N	40.00		T	0.00		1	N
000089	01/01/198	Clerk-Typist	8	0322	GS	0000	04	N	40.00		C	0.00		1	N
FJC001	01/01/198	Mail Clerk	8	0301	GS	0000	11	E	40.00		A	0.00		1	N
FJC002	01/01/198	Mail Clerk	8	0301	GS	0000	11	E	40.00		A	0.00		1	N
FJC003	01/01/198	Operating Accountant	8	0510	GS	0000	05	N	40.00		P	0.00		1	N
FJC004	01/01/198	Supervisory Personnel Management	2	0201	GS	0000	14	E	40.00		A	0.00		1	N
FJC005	01/01/198	Supervisory Personnel Management	2	0201	GS	0000	14	E	40.00		A	0.00		1	N
FJC006	01/01/198	Director of Personnel	2	0201	GS	0000	15	E	40.00		A	0.00		1	N
FJC007	01/01/198	Personnel Clerk	8	0203	GS	0000	05	N	40.00		C	0.00		1	N
FJC008	01/01/198	Personnel Clerk	8	0203	GS	0000	05	N	40.00		C	0.00		1	N
FJC009	01/01/198	Personnel Assistant	8	0203	GS	0000	06	N	40.00		T	0.00		1	N
FJC010	01/01/198	Personnel Assistant	8	0203	GS	0000	07	N	40.00		T	0.00		1	N
FJC011	01/01/198	Personnel Assistant	8	0203	GS	0000	08	N	40.00		T	0.00		1	N
FJC012	01/01/198	Personnel Clerk	8	0203	GS	0000	09	E	40.00		T	0.00		1	N
FJC013	01/01/198	Position Classification Specialist	8	0221	GS	0000	09	E	40.00		A	0.00		1	N
FJC014	01/01/198	Position Classification Specialist	8	0221	GS	0000	11	E	40.00		A	0.00		1	N
FJC015	01/01/198	Position Classification Specialist	8	0221	GS	0000	12	E	40.00		A	0.00		1	N
FJC016	01/01/198	Employee Relations Specialist	8	0230	GS	0000	07	N	40.00		A	0.00		1	N
FJC017	01/01/198	Employee Relations Specialist	8	0230	GS	0000	09	E	40.00		A	0.00		1	N
FJC018	01/01/198	Employee Relations Specialist	8	0230	GS	0000	11	E	40.00		A	0.00		1	N
FJC019	01/01/198	Employee Relations Specialist	2	0230	GS	0000	12	E	40.00		A	0.00		1	N
FJC020	01/01/198	Employee Relations Specialist	8	0230	GS	0000	13	E	40.00		A	0.00		1	N
FJC021	01/01/198	Supervisory Employee Relations	2	0230	GS	0000	13	E	40.00		A	0.00		1	N
FJC022	01/01/198	Supervisory Employee Relations	4	0230	GS	0000	14	E	40.00		A	0.00		1	N
FJC023	01/01/198	Labor Relations Specialist	8	0233	GS	0000	09	E	40.00		A	0.00		1	N
FJC024	01/01/198	Supervisory Labor Relations	2	0233	GS	0000	12	E	40.00		A	0.00		1	N
FJC025	01/01/198	Administrator	2	0301	ES	0000	00	E	40.00		A	0.00		1	N
FJC026	01/01/198	Administrator	2	0301	ES	0000	00	E	40.00		A	0.00		1	N
FJC027	01/01/198	Administrator	8	0301	ES	0000	00	E	40.00		A	0.00		1	N
FJC028	01/01/198	Assistant Secretary	2	0301	EX	0000	II	E	40.00		A	0.00		1	N
FJC029	01/01/198	Administrator	8	0301	EX	0000	I	E	40.00		A	0.00		1	N
FJC030	01/01/198	Administrator	8	0301	GM	0000	14	E	40.00		A	0.00		1	N
FJC031	01/01/198	Administrator	8	0301	GM	0000	15	E	40.00		A	0.00		1	N
FJC032	01/01/198	Administrator	8	0301	GS	0000	11	E	40.00		A	0.00		1	N
FJC033	01/01/198	Administrative Officer	8	0301	GS	0000	12	E	40.00		A	0.00		1	N
FJC034	01/01/198	Administrator	8	0301	GS	0000	15	E	40.00		A	0.00		1	N
FJC035	01/01/198	Mail Clerk	8	0305	GS	0000	03	N	40.00		C	0.00		1	N
FJC036	01/01/198	File Clerk	8	0305	GS	0000	03	N	40.00		C	0.00		1	N
FJC037	01/01/198	Work Unit Supervisor	8	0313	GS	0000	08	N	40.00		C	0.00		1	N
FJC038	01/01/198	Secretary	8	0318	GS	0000	05	N	40.00		C	0.00		1	N
FJC039	01/01/198	Secretary	8	0318	GS	0000	07	N	40.00		C	0.00		1	N
FJC040	01/01/198	Clerk-Typist	8	0322	GS	0000	03	N	40.00		C	0.00		1	N
FJC041	01/01/198	Clerk-Typist	8	0322	GS	0000	03	N	40.00		C	0.00		1	N
FJC042	01/01/198	Clerk-Typist	8	0322	GS	0000	04	N	40.00		C	0.00		1	N
FJC043	01/01/198	Clerk-Typist	8	0322	GS	0000	04	N	40.00		C	0.00		1	N
FJC044	01/01/198	Computer Specialist	8	0334	GS	0000	12	E	40.00		A	0.00		1	N
FJC045	01/01/198	Computer Specialist	2	0334	GS	0000	13	E	40.00		A	0.00		1	N
FJC046	01/01/198	Computer Specialist	8	0334	GS	0000	13	E	40.00		A	0.00		1	N
FJC047	01/01/198	Computer Programmer	8	0335	GS	0000	04	N	40.00		C	0.00		1	N
FJC048	01/01/198	Administrative Officer	2	0341	GM	0000	15	E	40.00		A	0.00		1	N
FJC049	01/01/198	Administrative Officer	2	0341	GS	0000	12	E	40.00		A	0.00		1	N
FJC050	01/01/198	Program Analyst	8	0345	GS	0000	07	N	40.00		A	0.00		1	N
FJC051	01/01/198	Program Analyst	8	0345	GS	0000	11	E	40.00		A	0.00		1	N
FJC052	01/01/198	Program Analyst	8	0345	GS	0000	12	E	40.00		A	0.00		1	N

Job Code	Effective Date	Official Title	Supervisory Level	Occ Series	Pay Plan	Pay Table	Grd	FLSA Stat	Std Hours	OPM Cert Nbr	PATCOB Code	Classification Total Points	Training Program	Posn Sens Code	IA Actns
FJC053	01/01/198	Program Analyst	8	0345	GS	0000	12	E	40.00		A	0.00		1	N
FJC054	01/01/198	Program Analyst	2	0345	GS	0000	14	E	40.00		A	0.00		1	N
FJC055	01/01/198	Telecommunications Specialist	8	0391	GS	0000	07	N	40.00		A	0.00		1	N
FJC056	01/01/198	Entomologist	8	0414	GM	0000	13	E	40.00		P	0.00		1	N
FJC057	01/01/198	Chief Financial Officer	2	0501	GS	0000	15	E	40.00		A	0.00		1	N
FJC058	01/01/198	Budget Analyst	8	0560	GS	0000	11	E	40.00		A	0.00		1	N
FJC059	01/01/198	Medical Officer	8	0602	GM	0000	15	E	40.00		P	0.00		1	N
FJC060	01/01/198	Medical Officer	8	0602	GS	0000	15	E	40.00		P	0.00		1	N
FJC061	01/01/198	Medical Officer	8	0602	GS	0000	15	E	40.00		P	0.00		1	N
FJC062	01/01/198	Practical Nurse	8	0620	GS	0000	11	E	40.00		T	0.00		1	N
FJC063	01/01/198	Dental Officer	8	0680	GS	0000	14	E	40.00		P	0.00		1	N
FJC064	01/01/198	Dental Officer	8	0680	GS	0000	15	E	40.00		P	0.00		1	N
FJC065	01/01/198	Veterinarian	8	0701	GM	0000	15	E	40.00		P	0.00		1	N
FJC066	01/01/198	Lawyer	2	0905	GS	0000	15	E	40.00		P	0.00		1	N
FJC067	01/01/198	Investigator	8	1810	GS	0000	12	E	40.00		A	0.00		1	N
FJC068	01/01/198	Criminal Investigator	8	1811	GM	0000	13	E	40.00		A	0.00		1	N
FJC069	01/01/198	Criminal Investigator	8	1811	GS	0000	15	E	40.00		A	0.00		1	N
FJC070	01/01/198	Criminal Investigator	8	1811	GS	0491	03	N	40.00		A	0.00		1	N
FJC071	01/01/198	Criminal Investigator	8	1811	GS	0491	05	N	40.00		A	0.00		1	N
FJC072	01/01/198	Criminal Investigator	8	1811	GS	0491	05	N	40.00		A	0.00		1	N
FJC073	01/01/198	Criminal Investigator	8	1811	GS	0491	05	N	40.00		A	0.00		1	N
FJC074	01/01/198	Criminal Investigator	8	1811	GS	0491	07	N	40.00		A	0.00		1	N
FJC075	01/01/198	Criminal Investigator	8	1811	GS	0491	09	E	40.00		A	0.00		1	N
FJC076	01/01/198	Criminal Investigator	8	1811	GS	0000	11	E	40.00		A	0.00		1	N
FJC077	01/01/198	Criminal Investigator	8	1811	GS	0000	11	E	40.00		A	0.00		1	N
FJC078	01/01/198	Criminal Investigator	8	1811	GS	0019	12	E	40.00		A	0.00		1	N
FJC079	01/01/198	Criminal Investigator	8	1811	GS	0000	13	E	40.00		A	0.00		1	N
FJC080	01/01/198	Criminal Investigator	8	1811	GS	0000	13	E	40.00		A	0.00		1	N
FJC081	01/01/198	Criminal Investigator	8	1811	GS	0000	13	E	40.00		A	0.00		1	N
FJC082	01/01/198	Criminal Investigator	8	1811	GS	0000	14	E	40.00		A	0.00		1	N
FJC083	01/01/198	Electrician	8	2805	WG	SFCA	12	E	40.00		B	0.00		1	N
FJC084	01/01/198	Custodian	8	3566	WG	SFCA	09	E	40.00		B	0.00		1	N
FJC085	01/01/198	Driver	8	5703	WG	SFCA	07	N	40.00		B	0.00		1	N
FJC100	01/01/198	Clerk-typist	9	0322	GS	0000	02	N	40.00		C	0.00		1	N
FJC101	01/01/198	Supervisory Employee Relations	2	0230	GS	0000	10	N	40.00		A	0.00		1	N
FJC103	01/01/198	Pharmacist	6	0661	GS	0019		N	40.00		T	0.00		1	N
FJC104	01/01/198	Pharmacist	6	0661	GS	0019		E	40.00		T	0.00		1	N
FJC105	01/01/198	Pharmacist	6	0661	GS	0019		E	40.00		T	0.00		1	N
FJC109	01/01/198	Criminal Investigator	2	1811	GS	0000	15	E	40.00		A	0.00		1	N
FJC130	01/01/198	Administrative Officer	2	0301	ES	0000	00	E	40.00		A	0.00		1	N
FJC150	01/01/198	Supervisory Internal Revenue Agent	2	0512	GM	0000	14	E	40.00		P	0.00		1	N
FJC151	01/01/198	Internal Revenue Agent	9	0512	GS	0000	12	E	40.00		P	0.00		1	N
FJC152	01/01/198	Tax Examiner	9	0592	GS	0000	07	N	40.00		T	0.00		1	N
FJC300	01/01/198	Pharmacist	6	0661	GS	0019		E	40.00		T	0.00		1	N
FJC400	01/01/198	Miscellaneous administration and	6	0301	GS	0000	11	E	40.00		A	0.00		1	N
FJC401	01/10/198	Driver	8	5703	WG	SFCA	09	N	40.00		B	0.00		1	N
FJC402	01/01/198	Miscellaneous administration and	6	0301	GS	0000	11	N	40.00		A	0.00		1	N
FJC562	01/01/198	Personnel clerical and assistance	8	0203	GS	0000	05	N	40.00		5	0.00		1	N
FJC563	01/01/198	Program analysis	8	0345	GS	0000	12	N	40.00		A	0.00		1	N
FJC564	01/01/198	Clerk-typist	8	0322	GS	0000	05	N	40.00		C	0.00		1	N
FJC565	01/01/198	Personnel management	8	0201	GS	0000	14	N	40.00		A	0.00		1	N
FJC566	01/01/198	Miscellaneous administration and	8	0301	GS	0000	10	N	40.00		A	0.00		1	N
FJC567	01/01/198	Personnel management	8	0201	GS	0000	15	N	40.00		A	0.00		1	N
FJC568	01/01/198	Computer specialist	8	0334	GS	0000	12	N	40.00		A	0.00		1	N

Job Code	Effective Date	Official Title	Supervisory Level	Occ Series	Pay Plan	Pay Table	Grd	FLSA Stat	Std Hours	OPM Cert Nbr	PATCOB Code	Classification Total Points	Training Program	Posn Sens Code	IA Actns
FJC901	01/01/198	Custodian	8	3566	WG	FGTL	01	N	40.00		B	0.00		1	N
FJC902	01/01/198	Custodian	8	3566	WG	FGTL	02	N	40.00		B	0.00		1	N
FJC903	01/01/198	Custodian	8	3566	WG	FGTL	03	N	40.00		B	0.00		1	N
FJC904	01/01/198	Custodian	8	3566	WG	FGTL	04	N	40.00		B	0.00		1	N
FJC905	01/01/198	Custodian	8	3566	WG	FGTL	05	N	40.00		B	0.00		1	N
FJC906	01/01/198	Custodian	8	3566	WG	FGTL	06	N	40.00		B	0.00		1	N
FJC907	01/01/198	Custodian	8	3566	WG	FGTL	07	N	40.00		B	0.00		1	N
FJC908	01/01/198	Custodian	8	3566	WG	FGTL	08	N	40.00		B	0.00		1	N
FJC909	01/01/198	Head Custodian	8	3566	WG	FGTL	09	N	40.00		B	0.00		1	N
FJC910	01/01/198	Head Custodian	8	3566	WG	FGTL	10	N	40.00		B	0.00		1	N
FJC911	01/01/198	Head Custodian	8	3566	WG	FGTL	11	N	40.00		B	0.00		1	N
FJC912	01/01/198	Head Custodian	8	3566	WG	FGTL	12	N	40.00		B	0.00		1	N
FJC913	01/01/198	Head Custodian	8	3566	WG	FGTL	13	N	40.00		B	0.00		1	N

End of Report

Department or Agency Federal Reserve System-Board FR
Employment as of: 08/17/2000 Payroll and Turnover Dates on Report Title Turnover Dates: 01/01/1990 - 08/17/2000 Payroll Dates: 01/01/1990 - 08/17/2000

Employment, Payroll Turnover, and Ceiling Data	All Areas (A)	Overseas: Territories of the U.S. (B)	Overseas: Foreign Countries (C)	United States: Wash.,DC Metro Area (D)	United States: Outside Wash.,DC Metro Area (E)
SECTION I - CURRENT STATUS					
1. Total Employment	268	1	0	129	138
2. Total in Permanent Positions	268	1	0	129	138
3. Full-Time	259	1	0	129	129
4. Full-Time in Permanent Positions	259	1	0	129	129
5. Full-Time with Permanent Appts.	259	1	0	129	129
6. Part-Time	7	0	0	0	7
7. Part-Time with Permanent Appts.	7	0	0	0	7
8. Intermittent	2	0	0	0	2
9. Competitve Service	213	1	0	109	103
10. With Permanent Appts.	213	1	0	109	103
11. Excepted Service & SES	55	0	0	20	35
12. With Permanent Appts.	55	0	0	20	35
13. Wage Systems	0	0	0	0	0
14. U.S. Citizens	196	1	0	94	101
15. Noncitizens	0	0	0	0	0
16. Total Intermittents Not Working	20	0	0	20	0
SECTION II - PAYROLL (in thousands of dollars)					
17. Wages and Salaries Earned - Total	12	0	0	12	0
18. Lump Sum Payments	0	0	0	0	0
SECTION III - TURNOVER					
19. Total Accessions	271	1	0	123	147
20. Transfers	271	1	0	123	147
21. Total New Hires	211	0	0	120	91
22. Accessions to the Comp. Service	215	1	0	102	112
23. New Hires to the Comp. Service	163	0	0	100	63
24. U.S. Citizens	0	0	0	0	0
25. Total Separations	10	0	0	0	10
26. Transfers	0	0	0	0	0
27. Quits	0	0	0	0	0
28. U.S. Citizens	6	0	0	0	6
SECTION IV - EMPLOYMENT CEILING DATA					
29. Total Ceiling Employment	268	1	0	129	138
30. Full-Time with Permanent Appts.	268	1	0	129	138
31. Total Payroll to Ceiling Emps.	1.000	1.000	0.000	1.000	1.000

End of Report

Department or Agency: Federal Reserve System-Board FR
Employment Coverage: Agencywide No. of Pay Periods Covered This Report: 4 FY to Date: 4

Employment/Hours Category	Employment and Hours (1)	Full-Time Equivalent Employment for Current Period (2)	Work-Years Current Period (3)	Work-Years Cumulative to End of Current Pay Period (4)	Work-Years Ceiling (5)
1a. Total Paid Ceiling Employment	0				
b. Straight Time	480.00	0.00	0.23	0.23	1
c. Overtime	18.00	0.00	0.01	0.01	
2a. Full-Time with Permanent Appt.	0				
b. Straight Time	480.00	0.00	0.23	0.23	
c. Overtime	18.00	0.00	0.01	0.01	
3a. Other Employment	0				
b. Straight Time	0.00	0.00	0.00	0.00	
c. Overtime	0.00	0.00	0.00	0.00	
4a. Part-Time with Permanent Appt.	0				
b. Straight Time	0.00	0.00	0.00	0.00	
c. Overtime	0.00	0.00	0.00	0.00	
5a. Part-Time with Temp & Indef.	0				
b. Straight Time	0.00	0.00	0.00	0.00	
c. Overtime	0.00	0.00	0.00	0.00	
6a. Full-Time with Temp & Indef.	0				
b. Straight Time	0.00	0.00	0.00	0.00	
c. Overtime	0.00	0.00	0.00	0.00	
7a. Intermittent	0				
b. Straight Time	0.00	0.00	0.00	0.00	
c. Overtime	0.00	0.00	0.00	0.00	
8a. Non-ceiling Employment	0				
b. Straight Time	0.00	0.00	0.00	0.00	
c. Overtime	0.00	0.00	0.00	0.00	
9a. Grand Total All Employment	0				
b. Straight Time	480.00	0.00	0.23	0.23	
c. Overtime	18.00	0.00	0.01	0.01	

End of Report

REQUEST, AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING

A. Agency code, agency subelement, and submitting office number (Example - xx-xx-xxxx) 01: **FR -ZZ-7444**

B. OFFICE USE ONLY: **Training Req #FG70340001**

C. Request Status (Mark (X) one) 02: **X** Initial or Resubmission; ___ Correction or Cancellation

Section A - TRAINEE INFORMATION

1. Applicant`s name (Last-First-Middle Initial)	Enter first 5 letters of last name 03	2. Social Security Number 04	3. Date of birth (Year and month) 05
Hamilton,Tyler	**HAMIL**	**700-00-7034**	**71/03**

4. Home Address (Number, street, city, State, ZIP code)
333 Mountain Goat Rd.
Daly City , CA 80801

5. Home Telephone: Area code / Number

6. Position Level (Mark (X) one only): ___ a. Non-supervisory; ___ b. Supervisory; ___ c. Manager; ___ d. Executive

7. Organization mailing address (Branch-Division/Office/Bureau/Agency)
Internal Research Department - Not Reportable
Laguna Niguel , CA USA

8. Office Telephone: Area code / Number / Extension

9. Continuous civilian service: Years / Months

10. Number of prior non-government training days

Years	Months	10. Prior non-government training days
1	**0**	**1**

11a. Position title/function	11b. Applicant handicapped or Disabled (See instructions)	12. Pay plan/series/grade/step	13. Type of appointment	14. Education Level
Criminal Investigator	**N**	**GS/1811/05 /01**	**Career**	**01**

Section B - TRAINING COURSE DATA

15a. Name and mailing address of vendor (No. street, city, State, ZIP code)
Knowledge Transfer KCVND1
600 Central Street
Toronto , ON M5J3T2

15b. Location of training site (if same, mark box) -->

16. Course title and training objectives (benefits to be derived by the Government)
SAR test

17. Catalog/Course No.	18. Training period (6 digits) 06	Year	Month	Day	19. No. of course hours (4. digits) 07		20. Training codes (See instructions)				
TSAR1					a. During duty	**8**		Code			Code
	a. Start	**98**	**01**	**01**	b. Non-duty	**8**	a. Purpose	**1**	08 c. Source		10
	b. Complete	**98**	**01**	**05**	c. TOTAL	**16**	b. Type	**1**	09 d. Special interest	**1**	11

AGENCY USE ONLY

Section C - ESTIMATED COSTS AND BILLING INFORMATION

21. Direct costs and appropriation/fund chargable

Item	Amount: Dollars	Amount: Cents	Appropriation/Fund
	$		
Total 12	$ **0**	**00**	

22. Indirect costs and appropriation/fund chargable

Item	Amount: Dollars	Amount: Cents	Appropriation/Fund
	$		
Total 13	$ **0**	**00**	

23. Document/Purchase Order/Requistion No.

24. 8-Digit station symbol (Example 12-34-5678) ---------->

25. BILLING INSTRUCTION (Furnish invoice to):

Section D - APPROVALS

26a. Immediate supervisor -- Name and title: **McNight,James** **Criminal Investigator** — Area code / Tel. No. / Extension

b. Signature — ___ Approved ___ Disapproved — Date

27a. Second-line supervisor -- Name and title: **Lee,James** **Criminal Investigator** — Area code / Tel. No. / Extension

b. Signature — ___ Approved ___ Disapproved — Date

28a. Training officer -- Name and title — Area code / Tel. No. / Extension

b. Signature — ___ Approved ___ Disapproved — Date

Section E - APPROVAL/CONCURRENCE

29a. Authorizing official -- Name and title — Area code / Tel. No. / Extension

b. Signature — ___ Approved ___ Disapproved — Date

Section F - CERTIFICATION OF TRAINING COMPLETION

30a. Authorizing official -- Name and title — Area code / Tel. No. / Extension

b. Signature — Date

TRAINING FACILITY > Bills should be sent to office indicated in item 25. -- Please refer to number given in item 23 to assure prompt payment.

Standard Form 50
Rev 7/91
U.S. Office of Personnel Management
Guide to Processing Personnel Actions, Chapter 4

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
Ng,Henry Yee	632-60-3766	07-28-1967	08-10-1997

FIRST ACTION		SECOND ACTION	
5-A. Code: 781	5-B. Nature of Action: Chg in Work Schedule	6-A. Code:	6-B. Nature of Action:
5-C. Code: VXM	5-D. Legal Authority: 5 U.S.C. 6101	6-C. Code:	6-D. Legal Authority:
5-E. Code:	5-F. Legal Authority:	6-E. Code:	6-F. Legal Authority:

7. FROM: Position Title and Number	15. TO: Position Title and Number
Personnel clerical and assistance PD: L0032 Position: L0000032	Personnel clerical and assistance PD: L0032 Position: L0000032

8.Pay Plan	9.Occ. Code	10.Grade or Lvl	11.Step or Rate	12.Total Salary	13.Pay Basis	16.Pay Plan	17.Occ. Code	18.Grade or Lvl	19.Step or Rate	20.Total Salary/Award	21.Pay Basis
GS	0203	06	07	$27,065.00	PA	GS	0203	06	07	$27,964.00	PA

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
$25,523.00	$1,542.00	$27,065.00	$0	$26,108.00	$1,856.00	$27,964.00	$0

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization
Bureau of Telecommunications Washington DC USA	Bureau of Telecommunications Washington DC USA

EMPLOYEE DATA

23. Veterans Preference	24. Tenure	25. Agency Use	26. Veterans Preference for RIF
1 (1-None, 2-5 Point, 3-10 Point/Disability, 4-10 Point/Compensable, 5-10 Point/Other, 6-10 Point/Compensable/30%)	(0-None, 1-Permanent, 2-Conditional, 3-Indefinite)		YES / X NO

27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant
D Basic + Standard Optn	9 Not Applicable	0

30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period
K FERS and FICA	06-07-1996	F Full Time	

POSITION DATA

34. Position Occupied	35. FLSA Category	36. Appropriation Code	37. Bargaining Unit Status
1 (1-Competitive Service, 2-Excepted Service, 3-SES General, 4-SES Career Reserved)	N (E-Exempt, N-Nonexempt)		7777

38. Duty Station Code	39. Duty Station (City-County-State or Overseas Location)
110010001	WASHINGTON Dist Columbia DC USA

40. Agency Data	41.	42.	43.	44.
				PAR Number:

45. Remarks

46. Employing Department or Agency	50. Signature/Authentication and Title of Approving Official
Office of Policy Development Bureau of Telecommunications	

47. Agency Code	48. Personnel Office ID	49. Approval Date
DC01	L003	

1 - **Employee Copy**

Editions Prior to 7/91 Are Not Usable After 6/30/93

```
SF50/SF52 Print Program
found employee in proess-oline-select-part-print L00005
Processing PAR For:
Emplid L00005
Empl Rec Number 0.000000
EFFDT 1997-08-10 00:00:00.000
EFFSEQ 11.000000
PAR Type P
GOT TO GET-PAR-TRACKING
USFED
L00005
0.000000
1997-08-10 00:00:00.000
11.000000

FOUND A ROW

got to bonus data

L0032
L0000032
got past XLAT procedure
completed Process Job procedure
```

Standard Form 52
Rev 7/91
U.S. Office of Personnel Management
Guide to Processing Personnel Actions, Chapter 4

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1,7-22,32,33,36 and 39)

1. Actions Requested	2. Request Number
Data Change	
3. For Additional Information Call (Name and Telephone Number)	4. Proposed Effective Date
	08-10-1997
5. Action Requested By (Typed Name, Title, Signature, and Request Date)	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

PART B - For Preparation of SF 50 (Use only codes in The Guide to Personnel Data Standards. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
Ng,Henry Yee	632-60-3766	07-28-1967	08-10-1997

FIRST ACTION		SECOND ACTION	
5-A. Code: 781	5-B. Nature of Action: Chg in Work Schedule	6-A. Code:	6-B. Nature of Action:
5-C. Code: VXM	5-D. Legal Authority: 5 U.S.C. 6101	6-C. Code:	6-D. Legal Authority:
5-E. Code:	5-F. Legal Authority:	6-E. Code:	6-F. Legal Authority:

7. FROM: Position Title and Number	15. TO: Position Title and Number
Personnel clerical and assistance PD: L0032 Position: L0000032	Personnel clerical and assistance PD: L0032 Position: L0000032

8.Pay Plan	9.Occ. Code	10.Grade or Lvl	11.Step or Rate	12.Total Salary	13.Pay Basis	16.Pay Plan	17.Occ. Code	18.Grade or Lvl	19.Step or Rate	20.Total Salary/Award	21.Pay Basis
GS	0203	06	07	$27,065.00	PA	GS	0203	06	07	$27,964.00	PA

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
$25,523.00	$1,542.00	$27,065.00	$0	$26,108.00	$1,856.00	$27,964.00	$0

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization
Bureau of Telecommunications Washington DC USA	Bureau of Telecommunications Washington DC USA

EMPLOYEE DATA

23. Veterans Preference	24. Tenure	25. Agency Use	26. Veterans Preference for RIF
1 (1-None, 2-5 Point, 3-10 Point/Disability, 4-10 Point/Compensable, 5-10 Point/Other, 6-10 Point/Compensable/30%)	(0-None, 1-Permanent, 2-Conditional, 3-Indefinite)		YES / X NO

27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant
D Basic + Standard Optn	9 Not Applicable	0

30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period
K FERS and FICA	06-07-1996	F Full Time	

POSITION DATA

34. Position Occupied	35. FLSA Category	36. Appropriation Code	37. Bargaining Unit Status
1 (1-Competitive Service, 2-Excepted Service, 3-SES General, 4-SES Career Reserved)	N (E-Exempt, N-Nonexempt)		7777

38. Duty Station Code	39. Duty Station (City-County-State or Overseas Location)
110010001	WASHINGTON Dist Columbia DC USA

40. Agency Data	41.	42.	43.	44.

45. Educational Level	46. Yr. Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship	50. Veterans Status	51. Supervisory Status
			00	1 (1-USA, 8-Other)	1 Not Indic.	8 Other

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	1. Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and the proprosed action is in compliance with statutory and regulatory requirements.	Signature	Approval Date

CONTINUED ON REVERSE SIDE OVER Editions Prior to 7/91 Are Not Usable After 6/30/93

Name: Ng,Henry Yee PAR Number:

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement? If ""YES"", please state these facts on a separate sheet and attach to SF52). ☐ YES ☐ NO

Redesignation

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 abd 3301 authorize OPM and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administation of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)

PART F - Remarks for SF 50

STANDARD FORM 61
Revised June 1996

U.S. Office of Personnel Management
FPM Chapter 296
61-108

APPOINTMENT AFFIDAVITS

_____ _____
(Position to which appointed) (Date of appointment)

_____ _____ _____
(Department or agency) (Bureau or Division) (Place of employment)

I, _____ , do solemnly swear (or affirm) that-

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

B. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof.

C. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing this appointment.

_____
(Signature of appointee)

Subscribed and sworn (or affirmed) before me this _____ day of _____ , 19 _____ ,

at _____ _____
(City) (State)

[SEAL]

_____
(Signature of officer)

Commission expires _____ _____
(If by Notary Public, the date of expiration of his/her Commission should be shown) (Title)

NOTE. - The oath of office must be administered by a person specified in 5 U.S.C. 2903. The words "So help me God" in the oath and the word "swear" wherever it appears above should be striken out when the appointee elects to affirm rather than swear to the affidavits; only these words may be striken and only when the appointee elects to affirm the affidavits.

Prior Edition Usable

Request For Preliminary Employment Data

(Safeguard The Confidential Nature Of The Data On This Request)

Standard Form 75
Revised 1/89
U.S. Office of Personnel Management
FPM Supplement 296-33

Type or print the name and address of the activity to which this request is being sent and your return address at the bottom

Date Of This Request
2000-08-15

TO **AGENCY**

123 Forrest Road

Orlando , FL 54321

Fold

To Whom It May Concern:
The person named below is tentatively selected for an appointment in this agency. Please complete this form using the instructions on page 4 and mail to the address at the bottom of this form.

Part I - To Be Completed By Activity Requesting Information

1. Name of Tentative Selectee (Last, First, Middle)	2. Social Security Number	3. Date of Birth
Lee,Kathy	**700-00-0022**	**1957-08-11**
4-A. Title of Position for Which Tentatively Selected	B. Pay Plan and Occupational Code	C. Grade or Level
Administrator	**GS/0301**	**15 /09**
5. Agency in Which Position is Located (Enter Code From Block 47 on SF50)	6. Personnel Office that Services the Position (Enter Code From Block 48 on SF50)	
Federal Reserve System-Board	**7111**	

7. Entry on Duty (EOD) Date Desired by this Activity

1997-04-13

8-A Name of Person Requesting Information		B. Requester's Title
Smith,Susan		**Manager**
C. Requester's Signature	D. Date Signed	E. Requester's Telephone Number (FTS, Autovon, and Commercial - Include Area Code)
		888/555-5555

Fold

Additional Data Requested

Please Return This Completed Request To:

123 Sample Drive

Miami , FL 12345

Full-Time Staff Salaries - Including Admin Posts and Medical/Dental

Rank	Female Count	Female Average Salary	Male Count	Male Average Salary	Total Count	Total Average Salary
Full Professor	0	0.00	3	20,000.00	3	20,000.00
Associate Professor	1	60,161.00	0	0.00	1	60,161.00
Below Assistant Professor	0	0.00	3	80,000.00	3	80,000.00
Other	0	0.00	3	20,000.00	3	20,000.00

GAK Netherlands B.V.
Bos en Lommerplantsoen 1
1005 CA Amsterdam

INSURANCE BOARD NOTIFICATION

---

1 Employer Information

Global Business Institute 021132700930101

---

2 Employee Information Social Fiscal Number 032638486

---

a. Last Name Bakker

b. Initials Date of Birth K. 06/01/1960

c. Last name husband (married woman)

d. Address Rembrandtstraat 30
2811 XC Reeuwijk

e. Gender Marital Status Male Married

---

3 Reason for Communication

---

a. Hire 10/14/1990

---

4 Insurance Information

---

a. Employee is insured for ZW Yes WW Yes

WAO Yes ZFW Yes

b. Employee Classification

c. Employee is A
B

---

5 Insurance Board Information

---

a. Employee works for a consistant number of days
every 4 weeks, on a regular basis Yes

b. Standard Hours 40.00
Work Period W Weekly

==========

6 Signature Employee 7 Signature Employer

Date Date

_____ _____ _____ _____

INSURANCE NOTIFICATION - EMPLOYER

Employee Information

Name : K. den Bakker

Address : Rembrandtstraat 30
2811 XC Reeuwijk

Gender : Male

Date of Birth : 06/01/1960

Starting date of insurance (contract)

On the strength of the labor relation with the undersigned, the aforementioned employee is compulsory insured under the Compulsory Health Insurance Act

As Of Date : 10/14/1990

According to this employment
the employee works every week, on a regular basis

National Health Service

Name : Dutch Health Service Provider

Address : Stationsweg 15
1815 CB Alkmaar

Registration No. : 177655001

Employer Information

Name : Global Business Institute

Address : 500 George Washington Pkway
New York NY 07666
USA

Telephone : +31 20 4684333

Contactperson : P. SMIT

Insurance Board :

Identification
Insurance Board : 021132700930101

Date of report: 08/30/2000

Date Signature Employer :

Co.	Pay Grp	Eff Date	Cntry	Description	Short Descriptn	Dft Bpg	Dflt Type	Pay Frq	Ret Grp?	Hol Schd	Ern Prg	Bank Transit#	Account Number			Employee Type								
ACC	PAB	01/01/1990	USA	Accord Biweekly	Acc Biweek	B	N	009824567	H		10000	1	A	N		PRG	REG	OTP	REG	HOL		KU01	Excep Hrly Hourly Salaried
ACC	PAM	01/01/1990	USA	Accord Monthly	Acc Mnth	M	N	009824567	S		10000	1	A	N		PRG	REG	OTP	REG	HOL		KU01	Excep Hrly Hourly Salaried
ACC	PAT	01/01/1990	USA	Accord T&L	Acc TL	M	N	009824567	H		10000	1	A	N		PRG	REG	OTP	REG	HOL		KU01	Excep Hrly Hourly Salaried
DC	BWH	01/01/1980	USA	Biweekly Hourly Paygroup	Bwkly hrly	B	N	009824567	H		10000	3	A	E		GS	REG	OTP	REG	HOL		LFHS	Excep Hrly Hourly
DC	LBH	01/01/1980	USA	Biweekly Hourly Paygroup	Bwkly hrly	B	N	009824567	H		10000	3	A	E		GS	REG	OTP	REG	HOL		LFHS	Excep Hrly Hourly
DC	LBS	01/01/1980	USA	Biweekly Salary Payroll	Bwkly Sal	B	N	009824567	S		10000	3	A	E		GS	REG	OTP	REG	HOL		LFHS	Salaried
DC	LMS	01/01/1980	USA	Monthly Salay Payroll	Mnthly Sal	M	N	009824567	S		10000	3	A	E		GS	REG	OTP	REG	HOL		LFHS	Salaried
DC	LNP	01/01/1980	USA	No Payrolls to be Run	No Payroll	M	N	009824567	H		10000	3	A	E		GS	REG	OTP	REG	HOL		LFHS	Salaried
GBI	KB1	01/01/1980	BEL	Belgium Monthly Paygroup	Bel Month	M	N	02903765	S		564000	1	A	N	KB1	KB1	REG	OTP	REG	HOL		KB01	Hourly Salaried
GBI	KC1	01/01/1980	CAN	Canadian Weekly	Cdn Weekly	W	N	070	S		10000	1	A	N	KC1	KC1	REG	OTP	REG	HOL	HNS	KC01	Excep Hrly Hourly Salaried
GBI	KC2	01/01/1980	CAN	Canadian Biweekly	Cdn Biwkly	B	N	008	S		10000	1	A	N	KC1	KC1	REG	OTP	REG	HOL	HNS	KC01	Excep Hrly Hourly Salaried
GBI	KC3	01/01/1980	CAN	Canadian Semi-Monthly	Cdn SemiMo	S	N	062	S		10000	1	A	N	KC1	KC1	REG	OTP	REG	HOL	HNS	KC01	Excep Hrly Hourly Salaried
GBI	KC4	01/01/1980	CAN	Canadian Monthly	Cdn Mnthly	M	N	049	S		10000	1	A	N	KC1	KC1	REG	OTP	REG	HOL	HNS	KC01	Excep Hrly Hourly Salaried
GBI	KC7	01/01/1980	CAN	Canadian PI Pay Group	CAN PI	W	N	008	H		10000	1	A	N		KU1	REG	OTP	REG	HOL		KC01	Hourly Salaried
GBI	KN1	01/01/1980	NLD	Monthly - Netherlands	Monthly	M	N	01506801	S		10000	1	A	N	KN1	KN1	REG	OTP	REG	HOL		KN01	Salaried
GBI	KN2	01/01/1980	NLD	Semi-Monthly Netherlands	Semi-Month	S	N	01506801	E		10000	1	A	N	KN1	KN1	REG	OTP	REG	HOL		KN01	Excep Hrly Hourly
GBI	KU1	01/01/1980	USA	US Weekly	US Weekly	W	N	123434566	S		10000	1	A	N	KU1	KU1	REG	OTP	REG	HOL		KU01	Excep Hrly Hourly Salaried
GBI	KU2	01/01/1980	USA	US Biweekly	US Biwkly	B	N	009824567	H		10000	1	A	N	KU1	KU1	REG	OTP	REG	HOL		KU01	Excep Hrly Hourly Salaried
GBI	KU3	01/01/1980	USA	US Semi-Monthly	US SemiMn	S	N	122000218	S		10000	1	A	N	KU1	KU1	REG	OTP	REG	HOL		KU01	Excep Hrly Hourly Salaried
GBI	KU4	01/01/1980	USA	US Monthly	US Monthly	M	N	123434566	S		10000	1	A	N	KU1	KU1	REG	OTP	REG	HOL		KU01	Excep Hrly Hourly Salaried

Co.	Pay Grp	Eff Date	Cntry	Description	Short Descriptn	Dft Bpg	Dflt Type	Pay Frq	Ret Grp?	Hol Schd	Ern Prg	Bank Transit#	Account Number			Employee Type							
GBI	KU5	01/01/1980	USA	US R & D Biweekly	R&D Biwkly	B	N	2	3456789	H		10000	1	A	N	KU1	KU1	REG	OTP	REG	HOL	KU01	Excep Hrly Hourly Salaried
GBI	KU6	01/01/1980	USA	US Fire Safety - Biweekly	US Fire BW	B	N	3	4568754	H		10000	1	A	N	KU1	KU1	REG	OTP	REG	HOL	KU01	Excep Hrly Hourly Salaried
GBI	KU7	01/01/1980	USA	US PI Wkly 1	US PI Wkly	W	N	1	2343456	S		10000	1	A	N	KU1	KU1	REG	OTP	REG	HOL	KU01	Hourly Salaried
GBI	KU8	01/01/1980	USA	US PI Wkly 2	US PI Wkly	W	N	1	2343456	H		10000	1	A	N		KU1	REG	OTP	REG	HOL	KU01	Hourly Salaried
KG1	KG1	01/01/1980	GBR	UK - Monthly Pay Group	UKMPG	M	N	3	0000	S		10000	1	A	N		GS	REG	OTP	REG	HOL	KGEN	Excep Hrly Hourly Salaried
KJ1	KJ1	01/01/1980	JPN	Japan - Monthly Pay Group	Japan - Mo	M	N	1	1782676	S		10000	1	A	N		KU1	REG	OTP	REG	HOL		
NCY	PNB	01/01/1990	USA	Nelson Biweekly	Nls BW	B	N	0	9824567	H		10000	1	A	N		PRG	REG	OTP	REG	HOL	KU01	Excep Hrly Hourly Salaried
NCY	PNM	01/01/1990	USA	Nelson Monthly	Nls Mnth	M	N	0	9824567	S		10000	1	A	N		PRG	REG	OTP	REG	HOL	KU01	Excep Hrly Hourly Salaried
NCY	PNT	01/01/1990	USA	Nelson T&L	Nls TL	M	N	0	9824567	H		10000	1	A	N		PRG	REG	OTP	REG	HOL	KU01	Excep Hrly Hourly Salaried
PJC	PJB	01/01/1990	USA	AJC Biweekly	AJC BW	B	N	0	9824567	H		10000	1	A	N		PCT	REG	OTP	REG	HOL	KU01	Excep Hrly Hourly Salaried
PJC	PJC	01/01/1990	USA	AJC Contract	AJC Cnt	M	N	0	9824567	S		10000	1	A	N		PCT	REG	OTP	REG	HOL	KU01	Excep Hrly Hourly Salaried
PJC	PJM	01/01/1990	USA	AJC Monthly	AJC Mnth	M	N	0	9824567	S		10000	1	A	N		PCT	REG	OTP	REG	HOL	KU01	Excep Hrly Hourly Salaried
PJC	PJT	01/01/1990	USA	AJC T&L	AJC TL	M	N	0	9824567	H		10000	1	A	N		PCT	REG	OTP	REG	HOL	KU01	Excep Hrly Hourly Salaried
PSU	PUB	01/01/1990	USA	ASU Biweekly	ASU BW	B	N	0	9824567	H		10000	1	A	N		PCT	REG	OTP	REG	HOL	KU01	Excep Hrly Hourly Salaried
PSU	PUC	01/01/1990	USA	ASU Contract	ASU Cnt	M	N	0	9824567	S		10000	1	A	N		PCT	REG	OTP	REG	HOL	KU01	Excep Hrly Hourly Salaried
PSU	PUM	01/01/1990	USA	ASU Monthly	ASU Mnth	M	N	0	9824567	S		10000	1	A	N		PCT	REG	OTP	REG	HOL	KU01	Excep Hrly Hourly Salaried
PSU	PUT	01/01/1990	USA	ASU T&L	ASU TL	M	N	0	9824567	H		10000	1	A	N		PCT	REG	OTP	REG	HOL	KU01	Excep Hrly Hourly Salaried

End of Report

Earn Code	Eff Date	Description	Short Descriptn	Pymnt Type	PerUnit /Ovr Rte	Flat Amount	Max Yearly Earnings	Factor Mult	Factor Rate Adj	Factor Hrs Adj	Factor Ern Adj	Permanent/ Incidental	Tax Class
A05	01/01/1980	Admin Uncontrollable OT 5%	AUO 05%	E			0	0.0500				Both	WT, SS
A10	01/01/1980	Admin Uncontrollable OT 10%	AUO 10%	E			0	0.1000				Both	WT, SS
AAL	01/01/1980	Automobile Allowance	Auto Allow	A			0	1.0000				Both	WT, SS
ADJ	01/01/1980	Adjustments	Adjust	E			0	1.0000				Both	WT, SS
ADV	01/01/1980	Advance	Advance	A			0	1.0000				Both	WT, SS
ALL	01/01/1980	Allocated Tips	Alloc Tips	A			0	1.0000				Both	WT, SS
ANA	01/01/1980	Annual Leave Adjustment	AnLeaveAdj	E			0	1.0000				Both	WT, SS
ANL	01/01/1980	Annual Leave	Annl Leave	E			0	1.0000				Both	WT, SS
AUT	01/01/1980	Automobile Allowance	Auto Allow	A			0	1.0000				Both	WT, SS
AVL	01/01/1980	Availability Pay	Avail Pay	E			0	0.2500				Both	WT, SS
AWA	01/01/1980	Award -- Cash	Award -- C	E			0	1.0000				Both	WT, SS
AWD	01/01/1980	Award - Non Cash	Awd-N/Cash	A			0	1.0000				Both	WT, SS
BNS	01/01/1980	Bonus	Bonus	A			0	1.0000				Both	WT, SS
C01	01/01/1980	General Credits	Gen Cred	E			0	1.0000				Both	WT, SS
C10	01/01/1980	Medical Credits	Med Cred	E			0	1.0000				Both	WT, SS
C11	01/01/1980	Dental Credits	Den Cred	E			0	1.0000				Both	WT, SS
C20	01/01/1980	Life Credits	Life Cred	E			0	1.0000				Both	WT, SS
C31	01/01/1980	LTD Credits	LTD Cred	E			0	1.0000				Both	WT, SS
CAD	01/01/1980	Pay Advance	Advance	A			0	1.0000				Both	WT, SS
CBN	01/01/1980	Bonus	Bonus	A			0	1.0000				Both	WT, SS
CLA	01/01/1980	Cost of Living Adjustment	COLA	A			0	0.0300				Both	WT, SS
CMA	01/01/1980	Compensatory Time Off Adjust	Cmp TO Adj	E			0	1.0000				Both	WT, SS
CMP	01/01/1980	Compensatory Time Off	Comp Time	E			0	1.0000				Both	WT, SS
CMS	01/01/1980	Commission	Commission	E			0	1.0000				Both	WT, SS
CNP	01/01/1980	Charge Nurse Pay	Chg Nurse	E			0	1.0000				Both	WT, SS
COM	01/01/1980	Commission	Commission	E			0	1.0000				Both	WT, SS
CRG	01/01/1980	Contract Earnings	CRG	B			0	1.0000				Both	WT, SS
CTE	01/01/1980	Comp Time Earned	Comp Earn	H			0	1.0000				Both	WT, SS
DBT	01/01/1980	Double Time	DoubleTime	E			0	2.0000				Both	WT, SS
ENP	01/01/1980	Earned not Paid	ENP	E			0	1.0000				Both	WT, SS
ESP	01/01/1980	RESP Educational Assistance	RESP Educ	A			0	1.0000				Both	WT, SS
EXP	01/01/1980	Expense Reimbursement	Expenses	A			0	1.0000				Both	WT, SS
HLP	01/01/1980	Holiday Pay	Holiday Pa	E			0	1.0000				Both	WT, SS
HNS	01/01/1980	Holiday (Non-Statutory)	Holiday NS	H			0	1.0000				Both	WT, SS
HOL	01/01/1980	Holiday (Statutory)	Holiday	H			0	1.0000				Both	WT, SS
HOW	01/01/1980	Holiday Worked	Hol Worked	E			0	2.0000				Both	WT, SS
IOI	01/01/1980	ISO Ordinary Income	ISO Income	A			0	1.0000				Both	WT, SS
JUR	01/01/1980	Jury Pay	Jury Pay	E			0	1.0000				Both	WT, SS
KU1	01/01/1980	Vacation Buy	Vac Buy	H			0					Both	WT, SS
KU2	01/01/1980	Vacation Sell	Vac Sell	H			0					Both	WT, SS
LPO	01/01/1980	Leave Balance for Payout	Lve Payout	E			0	1.0000				Both	WT, SS
LTD	01/01/1980	Long Term Disability	LTD	E			0	0.5000				Both	WT, SS
MIL	01/01/1980	Mileage Reimbursement	Mileage	U	0.3100		0	1.0000				Both	WT, SS
NQI	01/01/1980	NQ Option Income	NQ	A			0	1.0000				Both	WT, SS
OCP	01/01/1980	On-Call Pay	OnCall Pay	F		12.0000	0	1.0000				Both	WT, SS
OTP	01/01/1980	Overtime	Overtime	H			0	1.5000				Both	WT, SS
OTS	01/01/1980	Straight Overtime	StraightOT	H			0	1.0000				Both	WT, SS

Earn Code	Eff Date	Description	Short Descriptn	Pymnt Type	PerUnit /Ovr Rte	Flat Amount	Max Yearly Earnings	Factor Mult	Factor Rate Adj	Factor Hrs Adj	Factor Ern Adj	Permanent/ Incidental	Tax Class
PNE	01/01/1980	Paid not Earned	PNE	E			0	1.0000				Both	WT, SS
PRT	01/01/1980	Phased Retirement - QPP TopUp	Phased Ret	A			0	1.0000				Both	WT, SS
PWK	01/01/1980	Piecework	Piecework	U	0.2500		0	1.0000				Both	WT, SS
R05	01/01/1980	Retention Allowance 5%	RetAllw5%	E			0	0.0500				Both	WT, SS
R10	01/01/1980	Retention Allowance 10%	RetAllw10%	E			0	0.1000				Both	WT, SS
REG	01/01/1980	Regular	Regular	E			0	1.0000				Both	WT, SS
RES	01/01/1980	Research Grant	Res Grant	A			0	1.0000				Both	WT, SS
RLA	01/01/1980	Restored Leave Adjustment	Rstd Leave	E			0	1.0000				Both	WT, SS
RLU	01/01/1980	Restore Leave Used	RstrLvUsed	E			0	1.0000				Both	WT, SS
ROP	01/01/1980	Retro Overtime Pay	RetroOTPay	E			0	1.0000				Both	WT, SS
RRP	01/01/1980	Retro Regular Pay	RetroRegPy	E			0	1.0000				Both	WT, SS
RSI	01/01/1980	RSA Ordinary Income	RSA Income	A			0	1.0000				Both	WT, SS
S05	01/01/1980	Supervisory Differential 5%	Supv 5%	E			0	0.0500				Both	WT, SS
SCH	01/01/1980	Scholarship Award	Schlarship	A			0	1.0000				Both	WT, SS
SCK	01/01/1980	Sick Leave	Sick Leave	E			0	1.0000				Both	WT, SS
SEN	01/01/1980	Non-Elig. Retiring Allowance	NonEligSev	A			0	1.0000				Both	WT, SS
SEV	01/01/1980	Eligible Retiring Allowance	Elig Sev	A			0	1.0000				Both	WT, SS
SIS	01/01/1980	ISO/SAR Income	ISO/SAR In	A			0	1.0000				Both	WT, SS
SNQ	01/01/1980	NQ/SAR Ordinary Income	NQ/SAR Inc	A			0	1.0000				Both	WT, SS
SNT	01/01/1980	Stock Taxes Net Offset	Stk Tx Off	A			0	1.0000				Both	WT, SS
SOI	01/01/1980	Stock - Ordinary Income	Stck - OI	A			0	1.0000				Both	WT, SS
SPO	01/01/1980	Statutory Holiday Payout	StatPayout	E			0	1.0000				Both	WT, SS
STD	01/01/1980	Short Term Disability	STD	E			0	0.6000				Both	WT, SS
STP	01/01/1980	Stock - Tax Payment	Stck - Tax	A			0	1.0000				Both	WT, SS
TCH	01/01/1980	Teaching	Teaching	E			0	1.0000				Both	WT, SS
TCR	01/01/1980	Tip Credit	Tip Credit	A			0	1.0000				Both	WT, SS
TEN	01/01/1980	Scholarship/Fellowship	Scholarshi	E			0	1.0000				Both	WT, SS
TIP	01/01/1980	Tips Reported	Tips Rptd	A			0	1.0000				Both	WT, SS
TOA	01/01/1980	Time-Off Award Granted	TimeOffGrt	E			0	1.0000				Both	WT, SS
TOT	01/01/1980	Time Off Award Taken	TOA Taken	E			0	1.0000				Both	WT, SS
TPA	01/01/1980	Tip Adjustment	Tip Adjust	A			0	1.0000				Both	WT, SS
TVL	01/01/1980	Travel Assistance - Pres Zone	TravelAsst	A			0	1.0000				Both	WT, SS
UNR	01/01/1980	Lump-sum Tsf Unreg Pen Plan	Unreg Plan	A			0	1.0000				Both	WT, SS
UPP	01/01/1980	Unreg Pen Pln Life Annuity Pay	Unreg LAP	A			0	1.0000				Both	WT, SS
VAC	01/01/1980	Vacation Time-off	Vacation	H			0	1.0000				Both	WT, SS
VAD	01/01/1980	Vacation Advance	Vac Adv	H			0	1.0000				Both	WT, SS
VAM	01/01/1980	Visits Pay A.M.	Visit A.M.	U	14.7500		0	1.0000				Both	WT, SS
VAO	01/01/1980	Vacation Payout	Vac Payout	H			0	1.0000				Both	WT, SS
VBY	01/01/1980	Vacation Buy	Vac Buy	H			0					Both	WT, SS
VSL	01/01/1980	Vacation Sell	Vac Sell	H			0					Both	WT, SS
WCB	01/01/1980	Workers' Compensation	Wkrs Comp	E			0	1.0000				Both	WT, SS

End of Report

Plan Type	Deduct Code	Eff Date	Description	Short Descriptn	Permanent/ Incidental	
00	KCAGRN	01/01/1980	Garnishment	Garnishmnt	Both	Wage Tax and Social Security
00	KCAVPB	01/01/1980	Advance Payback	AdvPayBack	Both	Wage Tax and Social Security
00	KCBGRN	01/01/1980	Before-tax Garnishment	B-Tax Garn	Both	Wage Tax and Social Security
00	KCCRUN	01/01/1980	Credit Union	Cred Union	Both	Wage Tax and Social Security
00	KCCSB1	01/01/1980	Canada Savings Bonds	CSB	Both	Wage Tax and Social Security
00	KCHILD	01/01/1980	Child Care Center On-site	Child Care	Both	Wage Tax and Social Security
00	KCHOUS	01/01/1980	Company Housing	Co Housing	Both	Wage Tax and Social Security
00	KCIDMT	01/01/1980	Company ID Materials	Co ID	Both	Wage Tax and Social Security
00	KCLOAN	01/01/1980	Loan Payback	Loan Pybck	Both	Wage Tax and Social Security
00	KCPARK	01/01/1980	Parking	Parking	Both	Wage Tax and Social Security
00	KCPYS1	01/01/1980	Canada Payroll Savings	CPS1	Both	Wage Tax and Social Security
00	KCPYS2	01/01/1980	Canada Payroll Savings - RRSP	CPS2	Both	Wage Tax and Social Security
00	KCUNON	01/01/1980	Union Dues	Union Dues	Both	Wage Tax and Social Security
00	KCUWAY	01/01/1980	Donations - United Way	United Way	Both	Wage Tax and Social Security
00	KN0001	01/01/1980	Staff Association Contribution	Staff Assc	Both	No Wage Tax,No Social Security
00	KN0002	01/01/1980	Stock Purchase	Stock	Incidental	Wage Tax and Social Security
00	KU401K	01/01/1980	General - Pretax 401k	General -	Both	Wage Tax and Social Security
00	KU4DU1	01/01/1980	Health Club Dues	HealthClub	Both	Wage Tax and Social Security
00	KU4SDM	01/01/1980	Administration of 401(k)	Admin 401k	Both	Wage Tax and Social Security
00	KU4UN1	01/01/1980	Union Dues	Union Dues	Both	Wage Tax and Social Security
00	KU4UW1	01/01/1980	United Way	United Way	Both	Wage Tax and Social Security
00	KUAVPB	01/01/1980	Advance Payback	Advance	Both	Wage Tax and Social Security
00	KUAVPY	01/01/1980	Vacation Advance Payback	VacAdvance	Both	Wage Tax and Social Security
00	KUAVTV	01/01/1980	Travel Advance	Travel Adv	Both	Wage Tax and Social Security
00	KUBFMD	01/01/1980	Before Tax Medical General Ded	Before Tax	Both	Wage Tax and Social Security
00	KUBOND	01/01/1980	Savings Bond Deduction	US Bond	Both	Wage Tax and Social Security
00	KUBTX1	01/01/1980	Before Tax Gen'l %accum	BTax Accum	Both	Wage Tax and Social Security
00	KUBTX2	01/01/1980	Before Tax Gen'l %gross	BTax Gross	Both	Wage Tax and Social Security
00	KUBTX3	01/01/1980	Before Tax Gen'l %accum	BTax Accum	Both	Wage Tax and Social Security
00	KUBTXA	01/01/1980	Before-tax Amount	BTax Amt	Both	Wage Tax and Social Security
00	KUCAFE	01/01/1980	Cafeteria Charges	Cafeteria	Both	Wage Tax and Social Security
00	KUCHLD	01/01/1980	Child Care Center-On Site	Child Care	Both	Wage Tax and Social Security
00	KUCOFE	01/01/1980	Coffee Expense Deduction	Coffee	Both	Wage Tax and Social Security
00	KUCRUN	01/01/1980	Credit Union	Cred Union	Both	Wage Tax and Social Security
00	KUDRAW	01/01/1980	Accumulative Draw	Accum Draw	Both	Wage Tax and Social Security
00	KUEXTX	01/01/1980	Assignment Country Tax	Assign Tax	Both	Wage Tax and Social Security
00	KUGARN	01/01/1980	Garnishment	Garnishmnt	Both	Wage Tax and Social Security
00	KUHLTH	01/01/1980	Health Club Dues	HealthClub	Both	Wage Tax and Social Security
00	KUHYTX	01/01/1980	Hypothetical Tax	Hypo Tax	Both	Wage Tax and Social Security
00	KUINCM	01/01/1980	Goods'n Serv Spendable Income	G&S Spend	Both	Wage Tax and Social Security
00	KULON1	01/01/1980	Loan Payback	Loan Pybck	Both	Wage Tax and Social Security
00	KULON2	01/01/1980	Loan Payback	Loan Pybck	Both	Wage Tax and Social Security
00	KUMNT1	01/01/1980	Maintenance Expense	Maint Exp	Both	Wage Tax and Social Security
00	KUNTPY	01/01/1980	Net Pay Adjustment	NetPay Adj	Both	Wage Tax and Social Security
00	KUPARK	01/01/1980	Parking Deduction	Parking	Both	Wage Tax and Social Security
00	KUPHRM	01/01/1980	Pharmacy Charges	Pharmacy	Both	Wage Tax and Social Security
00	KUPRKG	01/01/1980	Parking	Parking	Both	Wage Tax and Social Security
00	KUPRLC	01/01/1980	Professional Laundry Ser	Laundry	Both	Wage Tax and Social Security
00	KUPYAJ	01/01/1980	Payback Adjustment	Pay Adjust	Both	Wage Tax and Social Security
00	KUSTK1	01/01/1980	Stock Purchase	Stock	Both	Wage Tax and Social Security
00	KUSTK2	01/01/1980	Stock Purchase Plan	Stock Plan	Both	Wage Tax and Social Security
00	KUTCAF	01/01/1980	Coffee Expense Ded	Coffee Exp	Both	Wage Tax and Social Security
00	KUUDUE	01/01/1980	Union Dues	Union Dues	Both	Wage Tax and Social Security
00	KUUNIN	01/01/1980	Credit Union 100% ded	Cred Union	Both	Wage Tax and Social Security
00	KUUNON	01/01/1980	Union Dues	Union Dues	Both	Wage Tax and Social Security
00	KUUSBD	01/01/1980	U.S. Savings Bond Deduction	US Bond	Both	Wage Tax and Social Security
00	KUVAC1	01/01/1980	Vacation Advance Payback	VacAdvance	Both	Wage Tax and Social Security
00	KUWAY1	01/01/1980	United Way	United Way	Both	Wage Tax and Social Security
00	LALOT1	01/01/1980	Employee Allotment 1	Employee A	Both	Wage Tax and Social Security
00	LALOT2	01/01/1980	Employee Allotment 2	Employee A	Both	Wage Tax and Social Security
00	LBOND	01/01/1980	Savings Bond	SaveBond	Both	Wage Tax and Social Security
00	LCFC	01/01/1980	Combined Federal Campaign	CFC	Both	Wage Tax and Social Security
00	LCHILD	01/01/1980	Child Support Payment	Child Supp	Both	Wage Tax and Social Security
00	LCHRTY	01/01/1980	Charity	Charity	Both	Wage Tax and Social Security
00	LCRDUN	01/01/1980	Credit Union	Credit Uni	Both	Wage Tax and Social Security
00	LGARNL	01/01/1980	Garnishment	Garnishmen	Both	Wage Tax and Social Security
00	LMILDP	01/01/1980	Military Service Deposit	Military S	Both	Wage Tax and Social Security
00	LNETPY	01/01/1980	Net Pay Adjustment	Pay Adj	Both	Wage Tax and Social Security
00	LPRKNG	01/01/1980	Parking	Parking	Both	Wage Tax and Social Security
00	LUNION	01/01/1980	Union Dues	Union Dues	Both	Wage Tax and Social Security
00	NETPAY	01/01/1980	Net Pay Adjustment	NetPayAdj	Both	Wage Tax and Social Security
00	PREPAY	01/01/1900	Pre-Payment Deductions	PrePay Ded	Both	Wage Tax and Social Security
00	PUCBB1	01/01/1980	Svc Buy Back 1	Svc BBB1	Both	Wage Tax and Social Security

Plan Type	Deduct Code	Eff Date	Description	Short Descriptn	Permanent/ Incidental	
00	PUCBB2	01/01/1980	Service Buy Back 2	Svc BB2	Both	Wage Tax and Social Security
00	PUCSVP	01/01/1980	Service Purchase	Svc Prchs	Both	Wage Tax and Social Security
00	TPRKNG	01/01/1990	Parking	Parking	Both	Wage Tax and Social Security
00	TRGPB	01/01/1980	Contract overpay payback	Cntrct PB	Both	Wage Tax and Social Security
00	TUNION	01/01/1990	Union Deduction	Union	Both	Wage Tax and Social Security
00	TUSBND	01/01/1990	US Savings Bonds	US Bonds	Both	Wage Tax and Social Security
00	TUWAY	01/01/1990	United Way	United Way	Both	Wage Tax and Social Security
01	KCCRED	01/01/1980	Flexible Credits (Program)	Prog Cred	Both	Wage Tax and Social Security
01	KUCRED	01/01/1980	Flexible Credits (Program)	Prog Cred	Both	Wage Tax and Social Security
10	KCHMOK	01/01/1980	Kaiser HMO	HMO Kaiser	Both	Wage Tax and Social Security
10	KCHMOT	01/01/1980	TakeCare HMO	HMO TkCare	Both	Wage Tax and Social Security
10	KCMED	01/01/1980	Basic Medical Deduction	Basic Med	Both	Wage Tax and Social Security
10	KCMED9	01/01/1980	Medical Deductions	Medical	Both	Wage Tax and Social Security
10	KE0001	01/01/1980	Medical Deduction	Medical	Both	Wage Tax and Social Security
10	KG1001	01/01/1980	Medical/Health - UK	MedHlthUK	Both	Wage Tax and Social Security
10	KN1001	01/01/1980	Medical/Health Insurance	Med/Health	Both	No Wage Tax,No Social Security
10	KUHMOK	01/01/1980	Kaiser HMO	HMO Kaiser	Both	Wage Tax and Social Security
10	KUHMOT	01/01/1980	TakeCare HMO	HMO TkCare	Both	Wage Tax and Social Security
10	KUMED	01/01/1980	Basic Medical Deduction	Basic Med	Both	Wage Tax and Social Security
10	KUMED9	01/01/1980	Medical Deductions	Medical	Both	Wage Tax and Social Security
10	KW0001	01/01/1980	Medical Deduction	Medical	Both	Wage Tax and Social Security
10	LCARE1	01/01/1980	Care First	Care First	Both	Wage Tax and Social Security
10	LFOUND	01/01/1980	Foundation Health	Found Hlth	Both	Wage Tax and Social Security
10	LMHCF	01/01/1980	Managed Health Care - Self+Fam	MHC SlfFam	Both	Wage Tax and Social Security
10	LMHCS	01/01/1980	Managed Health Care - Self	MHC-Self	Both	Wage Tax and Social Security
10	TMEDIC	01/01/1990	Medical	Medical	Both	Wage Tax and Social Security
11	KCDEN9	01/01/1980	Dental Plan	Dental	Both	Wage Tax and Social Security
11	KCDMO	01/01/1980	Dental HMO	Dental HMO	Both	Wage Tax and Social Security
11	KUDEN9	01/01/1980	Dental Plan	Dental	Both	Wage Tax and Social Security
11	KUDMO	01/01/1980	Dental HMO	Dental HMO	Both	Wage Tax and Social Security
11	KW0002	01/01/1980	Dental Deduction	Dental CHE	Both	Wage Tax and Social Security
11	TDENTA	01/01/1990	Dental	Dental	Both	Wage Tax and Social Security
12	KE0002	01/01/1980	Dental Deduction	Dental	Both	Wage Tax and Social Security
14	KCVIS9	01/01/1980	Vision Plan	Vision	Both	Wage Tax and Social Security
14	KUVIS9	01/01/1980	Vision Plan	Vision	Both	Wage Tax and Social Security
15	KUHMOK	01/01/1980	Domestic Partner Kaiser HMO	DP Kaiser	Both	Wage Tax and Social Security
15	KUHMOT	01/01/1980	Domestic Partner TakeCare	DP TakCare	Both	Wage Tax and Social Security
15	KUMED	01/01/1980	Basic Domestic Partner Med	Basic DP	Both	Wage Tax and Social Security
15	KUMED9	01/01/1980	Domestic Partner Medical	DP Medical	Both	Wage Tax and Social Security
16	KUDEN9	01/01/1980	Domestic Partner Dental Plan	DP Dental	Both	Wage Tax and Social Security
16	KUDMO	01/01/1980	Domestic Partner DMO	DP DMO	Both	Wage Tax and Social Security
17	KUVIS9	01/01/1980	Domestic Partner Vision Plan	DP Vision	Both	Wage Tax and Social Security
20	KCBLIF	01/01/1980	Basic Life Premiums	Basic Life	Both	Wage Tax and Social Security
20	KN2001	01/01/1980	Life Insurance Plan	Life Insur	Permanent	Wage Tax, No Social Security
20	KUBLIF	01/01/1980	Basic Life Premiums	Basic Life	Both	Wage Tax and Social Security
20	LBASIC	01/01/1980	Basic Life - $10,000	Basic Life	Both	Wage Tax and Social Security
20	TLIFE	01/01/1990	Life Insurance	Life	Both	Wage Tax and Social Security
21	KCLF9X	01/01/1980	Supplemental Life (LFX)	Life Suppl	Both	Wage Tax and Social Security
21	KCSL9X	01/01/1980	Supplemental Life (SLX)	Suppl Life	Both	Wage Tax and Social Security
21	KULF9X	01/01/1980	Supplemental Life (LFX)	Life Suppl	Both	Wage Tax and Social Security
21	KUNYLF	01/01/1980	New York Life Supplementl Life	NYL Supp	Both	Wage Tax and Social Security
21	KUSL9X	01/01/1980	Supplemental Life (SLX)	Suppl Life	Both	Wage Tax and Social Security
21	LADD1X	01/01/1980	Option B - Additional 1X Base	Opt B 1X	Both	Wage Tax and Social Security
21	LADD2X	01/01/1980	Option B - Additional 2X Base	Opt B 2X	Both	Wage Tax and Social Security
21	LADD3X	01/01/1980	Option B - Additional 3X Base	Opt B 3X	Both	Wage Tax and Social Security
21	LADD4X	01/01/1980	Option B - Additional 4X Base	Opt B 4X	Both	Wage Tax and Social Security
21	LADD5X	01/01/1980	Option B - Additional 5X Base	Opt B - 5X	Both	Wage Tax and Social Security
22	KCAD99	01/01/1980	Accidental Death & Dismmbrmnt	AD&D Flat	Both	Wage Tax and Social Security
22	KCAD9X	01/01/1980	Accidental D&D (Salary Factor)	AD&D Fctr	Both	Wage Tax and Social Security
22	KUAD99	01/01/1980	Accidental Death & Dismmbrmnt	AD&D Flat	Both	Wage Tax and Social Security
22	KUAD9X	01/01/1980	Accidental D&D (Salary Factor)	AD&D Fctr	Both	Wage Tax and Social Security
22	TAD/D	01/01/1990	Accidental Death & Dismembrmnt	AD/D	Both	Wage Tax and Social Security
24	KCDADD	01/01/1980	Dependent AD&D	Dep AD&D	Both	Wage Tax and Social Security
24	KUDADD	01/01/1980	Dependent AD&D	Dep AD&D	Both	Wage Tax and Social Security
25	KCDLF9	01/01/1980	Dependent Life (Flat)	DepLif Flt	Both	Wage Tax and Social Security
25	KCDLFS	01/01/1980	Dependent Life (Indivdual)	DepLif Ind	Both	Wage Tax and Social Security
25	KUDLF9	01/01/1980	Dependent Life (Flat)	DepLif Flt	Both	Wage Tax and Social Security
25	KUDLFE	01/01/1980	Dependent Life (EE Choice)	DepLife EE	Both	Wage Tax and Social Security
25	KUDLFS	01/01/1980	Dependent Life (Indivdual)	DepLif Ind	Both	Wage Tax and Social Security
25	LOPTC	01/01/1980	Option C - Family	Opt C Fam	Both	Wage Tax and Social Security
27	KUSAD9	01/01/1980	Supplemental AD&D	Sup AD/D	Both	Wage Tax and Social Security
2Y	LIVBEN	01/01/1980	FEGLI Living Benefits	Living Ben	Both	Wage Tax and Social Security
2Z	LOPTA	01/01/1980	Option A - Standard	Opt A Std	Both	Wage Tax and Social Security

Plan Type	Deduct Code	Eff Date	Description	Short Descriptn	Permanent/ Incidental	
30	KCSTDH	01/01/1980	Short-Term Disability (High)	STD (High)	Both	Wage Tax and Social Security
30	KCSTDL	01/01/1980	Short-Term Disability (Low)	STD (Low)	Both	Wage Tax and Social Security
30	KUSTDH	01/01/1980	Short-Term Disability (High)	STD (High)	Both	Wage Tax and Social Security
30	KUSTDL	01/01/1980	Short-Term Disability (Low)	STD (Low)	Both	Wage Tax and Social Security
31	KCLTD9	01/01/1980	Long Term Disability	LTD	Both	Wage Tax and Social Security
31	KULTD9	01/01/1980	Long Term Disability	LTD	Both	Wage Tax and Social Security
40	KU401K	01/01/1980	401(k) Savings	401(k)	Both	Wage Tax and Social Security
40	T401K	01/01/1990	401k	401k	Both	Wage Tax and Social Security
41	KCSVGS	01/01/1980	Profit Share Savings Plan	Profit Shr	Both	Wage Tax and Social Security
41	KUSVGS	01/01/1980	Profit Share Savings Plan	Profit Shr	Both	Wage Tax and Social Security
42	LTSPEM	01/01/1980	TSP Employer Match	TSP Match	Both	Wage Tax and Social Security
42	LTSPNM	01/01/1980	TSP No Employer Match	TSP None	Both	Wage Tax and Social Security
46	KU403B	01/01/1980	403(b) Elective Deferals	403(b) EE	Both	Wage Tax and Social Security
47	KU403N	01/01/1980	403(b) Non-Elective Deferals	403(b) Non	Both	Wage Tax and Social Security
48	KU403E	01/01/1980	403(b) Employer Funded	403(b) ER	Both	Wage Tax and Social Security
4A	KCESPP	01/01/1980	Employee Stock Purchase	ESPP	Both	Wage Tax and Social Security
4A	KUESPP	01/01/1980	Employee Stock Purchase Ded	ESPP Ded	Both	Wage Tax and Social Security
50	KCSICK	01/01/1980	Sick Leave Plan	Sick Leave	Both	Wage Tax and Social Security
50	KUSICK	01/01/1980	Sick Leave Plan	Sick Leave	Both	Wage Tax and Social Security
50	LSICK	01/01/1980	Sick Leave Benefit Deduction	Sick	Both	Wage Tax and Social Security
51	KCVACN	01/01/1980	Vacation Leave Plan	Vacation	Both	Wage Tax and Social Security
51	KUVACN	01/01/1980	Vacation Leave Plan	Vacation	Both	Wage Tax and Social Security
51	LANNLV	01/01/1980	Annual Leave Deduction	Annual Lv	Both	Wage Tax and Social Security
5A	KG5A01	01/01/1980	Company Car - UK	Comp Car	Both	Wage Tax and Social Security
5A	KN5A01	01/01/1980	Company Car	Comp Car	Permanent	No Wage Tax,No Social Security
60	KUHFSA	01/01/1980	Health Care - FSA	Health FSA	Both	Wage Tax and Social Security
60	LFSAHC	01/01/1980	Health Care Flexible Spending	HC FSA	Both	Wage Tax and Social Security
61	KUDFSA	01/01/1980	Dependent Care FSA	Dep FSA	Both	Wage Tax and Social Security
61	LFSADC	01/01/1980	Dependent Care FSA	DC FSA	Both	Wage Tax and Social Security
65	KCHFSA	01/01/1980	Health Care FSA	Health FSA	Both	Wage Tax and Social Security
66	KCRFSA	01/01/1980	Retirement Counseling FSA	Rtrmnt FSA	Both	Wage Tax and Social Security
70	KUPERS	01/01/1980	Public Employees Retirement	PERS	Both	Wage Tax and Social Security
70	LCSRS	01/01/1980	Civil Service Retirement Sys	CSRS	Both	Wage Tax and Social Security
70	LFERS	01/01/1980	Fed Employees Retirement Sys	FERS	Both	Wage Tax and Social Security
7Z	LTSP1%	01/01/1980	TSP 1% Agency Contribution	TSP 1%	Both	Wage Tax and Social Security
80	KCPENS	01/01/1980	Standard CAN Pension	Std CN Pen	Both	Wage Tax and Social Security
80	KG8001	01/01/1980	Standard Pension Plan - UK	PensUK	Both	Wage Tax and Social Security
80	KN8001	01/01/1980	Standard Pension	StdPension	Permanent	No Wage Tax,No Social Security
80	KN8002	01/01/1980	Executive Pension	Exec. Pens	Permanent	No Wage Tax,No Social Security
81	KN8101	01/01/1980	Supplementary Pension	Suppl Pens	Permanent	No Wage Tax,No Social Security
82	KUPENS	01/01/1980	Standard US Pension	Std US Pen	Both	Wage Tax and Social Security
82	PUPENS	01/01/1980	EE Pension Contributions	EE Contrib	Both	Wage Tax and Social Security
90	KCVCBY	01/01/1980	Vacation Buy Deduction	Vacn Buy	Both	Wage Tax and Social Security
90	KUVCBY	01/01/1980	Vacation Buy Deduction	Vacn Buy	Both	Wage Tax and Social Security
91	KCVCSL	01/01/1980	Vacation Sell Deduction	Vacn Sell	Both	Wage Tax and Social Security
91	KUVCSL	01/01/1980	Vacation Sell Deduction	Vacn Sell	Both	Wage Tax and Social Security

End of Report

Deduction Code	Eff Date	Calc Type	Rate/ Percent	Pay Freq	Additional Amount
KN0001	01/01/1980	A Amount		M	15.00
KN0002	01/01/1980	B Percentage	5.000		

End of Report

Analysis of the compensation

between **Year 2000**
and **Year 2001**

Scenario : **Simulation of compensation for Year 2001**

Measure	*Triggering Date*	*Level Effect (%)*	*Mass Effect (%)*	*Carry-Over(%)*
Carry-over from the reference period	-	-	-	0.00
Bonus		**-0.10**	**-0.06**	**-0.03**
Regular Bonus		**-0.10**	**-0.06**	**-0.03**
Promotion from Assistant to Senior Assistant	01/10/2001	-0.10	-0.06	-0.03
Individual Measures		**-3.91**	**-2.41**	**-1.19**
Shift-Technicality		**-3.91**	**-2.41**	**-1.19**
Promotion from Assistant to Senior Assistant	01/10/2001	-3.91	-2.41	-1.19
Average Compensation for the Employees in Place	-	**-4.01**	**-2.47**	**-1.22**
Headcount effect	-	-	**37.32**	-
Structure effect	-	-	**0.00**	-
Noria effect	-	-	**-8.63**	-
Total Compensation variation	-	-	**26.21**	-

Compensation Analysis

between **Year 2000**
and **Year 2001**

Scenario : **Simulation of compensation for year 2001**

Variation of Headcount

Group	*Reference Period*	*Analysis Period*	*Variation ( )*	*Variation (%)*
All employees in Company KF1	**21.19**	**22.58**	**1.39**	**6.58**

Variation of Total Compensation

Group	*Reference Period*	*Analysis Period*	*Variation ( )*	*Variation (%)*
All employees in Company KF1	**4,822,430.92**	**5,218,093.54**	**395,662.62**	**8.20**

Variation of Average Compensation

Group	*Reference Period*	*Analysis Period*	*Variation ( )*	*Variation (%)*
All employees in Company KF1	**227,616.31**	**231,093.60**	**3,477.29**	**1.53**

Variation of Median Compensation

Group	*Reference Period*	*Analysis Period*	*Variation ( )*	*Variation (%)*
All employees in Company KF1	**361,986.50**	**370,074.95**	**8,088.45**	**2.23**

Variation of Compensation (constant headcount)

Group	*Headcount Ratio*	*Total Compensation Ratio*	*Average Compensation Ratio*
All employees in Company KF1	**106.58**	**108.20**	**101.53**

Variation of Compensation (constant structure)

Group	*Fictive Compensation for Analysis Period*	*Total Compensation Variation*
All employees in Company KF1	**4,896,103.20**	**1.53**

Scenarios Comparison

between Simulation of compensation for year 2001 9/1/00 10:36:37AM *(Scenario 1)*
and Simulation of compensation for year 2001 9/1/00 11:12:07AM *(Scenario 2)*

Group of Employees: All employees in Company KF1

Elementary Period		Compensation				Headcount				Average Compensation			
Date From	Thru	*Scenario 1*	*Scenario 2*	*Variation ( )*	*Variation (%)*	*Scenario 1*	*Scenario 2*	*Variation ( )*	*Variation (%)*	*Scenario 1*	*Scenario 2*	*Variation ( )*	*Variation (%)*
01/01/2001	31/01/2001	397,561.15	397,561.15	0.00	0.00	24.00	24.00	0.00	0.00	17,606.78	17,606.78	0.00	0.00
01/02/2001	28/02/2001	397,561.15	397,561.15	0.00	0.00	24.00	24.00	0.00	0.00	17,606.78	17,606.78	0.00	0.00
01/03/2001	31/03/2001	397,561.15	397,561.15	0.00	0.00	24.00	24.00	0.00	0.00	17,606.78	17,606.78	0.00	0.00
01/04/2001	30/04/2001	397,561.15	397,561.15	0.00	0.00	24.00	24.00	0.00	0.00	17,606.78	17,606.78	0.00	0.00
01/05/2001	31/05/2001	397,561.15	397,561.15	0.00	0.00	24.00	24.00	0.00	0.00	17,606.78	17,606.78	0.00	0.00
01/06/2001	30/06/2001	397,561.15	397,561.15	0.00	0.00	24.00	24.00	0.00	0.00	17,606.78	17,606.78	0.00	0.00
01/07/2001	31/07/2001	397,561.15	397,561.15	0.00	0.00	24.00	24.00	0.00	0.00	17,606.78	17,606.78	0.00	0.00
01/08/2001	31/08/2001	397,561.15	397,561.15	0.00	0.00	24.00	24.00	0.00	0.00	17,606.78	17,606.78	0.00	0.00
01/09/2001	30/09/2001	397,561.15	397,561.15	0.00	0.00	24.00	24.00	0.00	0.00	17,606.78	17,606.78	0.00	0.00
01/10/2001	31/10/2001	397,561.15	487,561.15	90,000.00	22.64	24.00	34.00	10.00	41.67	17,606.78	14,965.04	-2,641.74	-15.00
01/11/2001	30/11/2001	414,160.69	504,160.69	90,000.00	21.73	24.00	34.00	10.00	41.67	18,341.93	15,474.55	-2,867.38	-15.63
01/12/2001	31/12/2001	828,321.38	1,008,321.38	180,000.00	21.73	24.00	34.00	10.00	41.67	36,683.85	30,949.09	-5,734.76	-15.63

Rate Codes without rate code class

Rate Code	Effective Date		Rate Type	
K0GRCH	1/1/80	Global Base RC Hourly	HR	Hourly Rate
K0GRCM	1/1/80	Global Base RC Flat Amount	FA	Flat Amount
K0GRCN	1/1/80	Global Base RC Percent	PC	Percent
K0GRCP	1/1/80	Global Base RC Points	PT	Points
KBML01	1/1/80	Belgium Meal Allowance	FA	Flat Amount
KBTV01	1/1/80	Belgium Travel Allowance	FA	Flat Amount
KCERTF	5/15/00	Certificate Base Pay	FA	Flat Amount
KE0003	1/1/80	Quarterly Bonus	PC	Percent
KE0004	1/1/80	Meal Allowance	FA	Flat Amount
KGC001	1/1/80	Sales Commission UK	PC	Percent
KHAZRD	1/1/80	Hazardous Pay	FA	Flat Amount
KLEAD	1/1/80	Lead Pay	FA	Flat Amount
KPROJ	1/1/80	Special Project	FA	Flat Amount
NAANNL	1/1/00	Default NA Annual	FA	Flat Amount
NAHRLY	1/1/00	Default NA Hourly	HR	Hourly Rate

November 05, 1991

Ms Sarah Raos
1945 Keswick Dr
Walnut Creek, CA 94598

Dear Ms Raos:

Thank you for sending your resume to PeopleSoft. We are now reviewing your qualifications and background against current openings. We will contact you for an interview if we identify an appropriate position for you.

It is our policy to keep all applications in an active file for one year. If you do not hear from us, we will place your application in our file for future consideration.

We thank you for your interest in PeopleSoft and wish you well in your pursuit of new career goals.

Sincerely,

Barbara Smith
Employment Coordinator

August 31, 2000

Martina Rae Griffiths
2308 St. Claire Avenue W.
Toronto, ON

Dear Martina:

A training course in which you are enrolled, K001 titled Time Management beginning 11/15/2000, has been cancelled and currently is not rescheduled.

Sincerely,

Barbara Smith
Training Coordinator

August 31, 2000

Martina Rae Griffiths
2308 St. Claire Avenue W.
Toronto, ON

Dear Martina:

I am pleased to confirm your enrollment in training course K001 titled Time Management beginning 11/15/2000 and ending 11/16/2000. Course hours are 9:00 AM to 6:00 PM daily, unless otherwise advised. The course will commence at:

Canadian Headquarters Bldg MAIN Floor 1 Room Training Room 1
1800 Bay Street
Suite 1900
Toronto, ON

Directions :

From the Pearson International Airport:

Take Airport Road to 427 South, and follow the highway south to the lakeshore. Take the Queen Elizabeth Way east following signs to Toronto. Queen Elizabeth Way turns into Gardiner Expressway and takes you into the heart of downtown Toronto. Exit on Yonge Street, and go north on Yonge to Wellington. Turn left on Wellington. The parking garage is immediately to your left. Toronto Branch is located in the Bay-Wellington Tower at 181 Bay Street.

From the Royal York Hotel:

Turn left out of the front entrance of the Royal York. Turn left on Bay Street and the Toronto Branch is located on your right at 181 Bay Street.

From the Novotel:

Turn left out of the hotel onto The Esplanade. Turn right on Yonge Street. Turn left on Front Street. Turn right on Bay Street. The Toronto Brancht is located at 181 Bay Street on the right.

By Subway:

Get off at the Union Station stop (on University Line). The Toronto Branch is located at 181 Bay Street on the north side of Front Street between Yonge and Bay.

Parking:

For your convenience, a public parking garage is located at the back of the office on Wellington Street.

Recommended Hotels:

Royal York Hotel

100 Front Street West

Toronto, ON M5J 1E3

Many of our out-of-town customers enjoy staying at the Royal York Hotel, conveniently located just one block from PeopleSoft. The hotel offers a business center, health club, and has just recently completed a $100 million restoration. To receive the negotiated corporate rate of $115 (Canadian), for single or double occupancy, call the hotel at 416/368-2511. Or call toll-free in the U.S. at 800/828-7447. Please mention you are a guest of the Toronto Branch Office.

From the Pearson International Airport:

Take 427 South to Queen Elizabeth Way, following the signs to Toronto. Queen Elizabeth Way turns into Gardiner Express Way. Take the Yonge Street Exit north. Turn left on Front Street. The Royal York Hotel is two blocks down on the right at 100 Front Street West.

Novotel

45 The Esplanade

Toronto, ON M5E 1W2

The Novotel offers alternative accommodations just a few minutes from the office. To receive the preferred corporate rate of $103 (Canadian), single or double occupancy, call 416/367-8900, and mention you are a guest of the Toronto Branch Office.

From the Pearson International Airport

Take 427 South to Queen Elizabeth Way, following the signs to Toronto. Queen Elizabeth Way turns into Gardiner Express Way. Take the Yonge Street Exit north. Turn right on Esplanade Street. The Novotel is approximately one block down on the right.

Sincerely,

Barbara Smith
Training Coordinator

September 08, 2000

Ms Martina Rae Griffiths

2308 St. Claire Avenue W.
Toronto, ON M6N1K9

Dear Ms Griffiths,

The present letter is to notify you that a disciplinary action has been filed on our records.

Here are the details of the disciplinary action.

Date of Filing : 09/08/2000
Type : LSJ Sleeping onthe Job
Description : Martina, has recently been sleeping at work in the afternoon.

It is our policy to notify you about this matter, for further information please contact your labor relations manager.

Sincerely,

Andrea Bassani
Labor Relations Coordinator

September 08, 2000

Ms Martina Rae Griffiths

2308 St. Claire Avenue W.
Toronto, ON M6N1K9

Dear Ms Griffiths,

The present letter is to inform you that the disciplinary action filed against you has been resolved.

Here are the details of the Disciplinary Action

Date of Filing :	09/08/2000
Type :	LSJ Sleeping onthe Job
Description :	Martina, has recently been sleeping at work in the afternoon.
Resolution :	001 Sleeping onthe Job
Comment :	Her performance should be checked weekly.

It is our policy to notify you about this matter, for further information please contact your labor relations manager.

Sincerely,

Andrea Bassani
Labor Relations Coordinator

September 08, 2000

Mr Antonio Santos

4689 Z Street
Sacramento, CA 94246

Dear Mr Santos,

The present letter is to inform you that a grievance has been filed.

Grievance ID : 0000000001
Grievance Date : 09/08/2000

Description :
Mr Santos does not agree with his latest performance review.

It is our policy to notify you about this matter. For further information please contact your labor relations manager.

Sincerely,

Andrea Bassani
Labor Relations Coordinator

September 08, 2000

Mr Antonio Santos

4689 Z Street
Sacramento, CA 94246

Dear Mr Santos,

The present letter is to inform you that grievance 0000000001 has been resolved.

Resolution : 001
Comments : Mr Antonio Santos performance rating will be adjusted.

It is our policy to notify you about this matter. For further information please contact your labor relations manager.

Sincerely,

Andrea Bassani
Labor Relations Coordinator

November 05, 1991

Ms Julie M Clancy
412 Las Lomas Way
Walnut Creek, CA 94596

Dear Ms Clancy:

Thank you for taking time to interview with us. We have given careful consideration to your experience and skills with regard to the position. We regret to inform you that we have decided to pursue other more suitable candidates.

Thank you for considering PeopleSoft as a prospective employer. We wish you success in your job search.

Sincerely,

Barbara Smith
Employment Coordinator

November 05, 1991

Mr Henry Yee
2548 Heather Lane
Martinez, CA 94575

Dear Mr Yee:

I am pleased to offer you a position at PeopleSoft at a starting salary of $46,500.00. Salary payments are made on the last working day of each month. You are provided with 15 paid leave days during each calendar year with the Paid Time Off program.

Following a one-month waiting period, you will be eligible for our company-paid benefits package, which includes the medical/dental, vision, life insurance, and disability benefits described in the attached brochure.

You will be eligible to participate in the 401(k) plan beginning the first quarter after your hire date. You are also eligible for the PeopleSoft Stock Option plan. Grants are made at the discretion of management based on performance and significant contribution to achieving corporate goals.

I believe that PeopleSoft has tremendous potential as a company that provides great opportunities for personal growth, challenging work, and financial rewards. We look forward to your joining the PeopleSoft team.

Sincerely,

Barbara Smith
Employment Coordinator

August 31, 2000

Martina Rae Griffiths
2308 St. Claire Avenue W.
Toronto, ON

Dear Martina:

A training course in which you are enrolled, course K001 titled Time Management has been rescheduled. The course will now begin 12/04/2000 and end 12/05/2000. Course hours are 9:00 AM to 6:00 PM daily. The course will be held at:

Canadian Headquarters Bldg MAIN Floor 1 Room Training Room 1
1800 Bay Street
Suite 1900
Toronto, ON

Sincerely,

Barbara Smith
Training Coordinator

Emplid	Name	NVQ Code	NVQ Title	Status	NVQ Level
KG0009	de la Camara,Robin	HRADMIN	Human Resources Administration	Enrolled	5
KG0009	de la Camara,Robin	HRADMIN	Human Resources Administration	Enrolled	5
KG0005	O'Flaherty,Seamus Patrick	ADMIN 1	Business Administration	Achieved	1

Unit Code	Title
ADMIN 1	Office Resource Administration
COMM SYS	Communication Systems
D31	Assess candidate performance
D32	Assess candidate using diverse evidence
D33	Co-ordinate the assessment process
D34	Verify the assessment process
D35	Identify previously acquired competence
DOC1	Preparing and Producing Documents
DOC2	Processing Correspondence
DOC3	Shorthand Transcription
FILING	Researching and Retrieving Information
H&S	Health & Safety At Work
MEETINGS	Servicing Meetings
PERSMAN	Personnel Management
PERSSTRA	Personnel Strategy
RECEPT	Reception
SCHEDULE	Organising Work Schedules
TRAINDEV	Training and Development
TRAVEL1	Arranging Travel
WELD1	Maintain welding equipment
WELD2	Follow Health & Safety procedures with regard to
WELD3	Operation of welding equipment

Code	Title	Level	Expir. Date
ADMIN 1	Business Administration	1	7/31/2001
ADMIN 2	Business Administration	2	7/31/2001
ADMIN 3	Business Administration	3	7/31/2001
HRADMIN	Human Resources Administration	5	1/1/2001
WELD2	Engineering Construction: Joining Materials by Welding	2	12/31/1998

Unit Code	Unit Title	Element Number	Element Title
ADMIN 1	Office Resource Administration	1	Maintain office supplies
		2	Maintain a petty cash system
		3	Ensure the use of authorised banking procedures
COMM SY	Communication Systems	1	Organise allocation and dispatch of mail
		2	Use the telephone system to the full
		3	Transmit and receive information using electronic equipment
D31	Assess candidate performance	1	Identify opportunities for the collection of evidence of competent performance
		2	Collect and judge performance evidence against criteria
		3	Collect and judge knowledge evidence to support the influence of competent performance
		4	Make assessment decision and provide feedback
D32	Assess candidate using diverse evidence	1	Determine sources of evidence to be used
		2	Collate and evaluate evidence
		3	Make assessment decision and provide feedback
D33	Co-ordinate the assessment process	1	Provide advice and support to assessors
		2	Maintain and submit assessment documentation
		3	Undertake internal verification
D34	Verify the assessment process	1	Provide information, advisory and support services for centres
		2	Verify assessment practice and centre procedures
		3	Maintain records of visits and provide feedback to awarding body
D35	Identify previously acquired competence	1	Help candidate to identify areas of current competence
		2	Agree an assessment plan with candidate
		3	Help candidate to prepare and present evidence for assessment
DOC1	Preparing and Producing Documents	1	Produce text from oral and written material using an alphanumeric keyboard
		2	Present narrative, graphic and tabular information using an alphanumeric keyboard

Employee NVQ Reviews & Unit Plan

EMPLID: KG0005 O'Flaherty,Seamus Patrick

NVQ CODE	TITLE	LEVEL	REVIEW DATE	COMMENTS
ADMIN	Business Administration	1	9/1/1999	Successful Review.

UNIT CODE	TITLE	PROGRESS
ADMIN 1	Office Resource Administratio	C
FILING	Researching and Retrieving In	C
H&S	Health & Safety At Work	N

PeopleSoft

Report ID: OHS001 — OCCUPATIONAL INJURY/ILLNESS LOG - OSHA 200 — For Calendar Year 2000 — Page No. 1

Company — Run Date 11/09/2000

Establishment: — Run Time 07:42:46

					Extent/Outcome of Injury						Extent/Outcome of Illness											
					Fatalities	Nonfatal Injuries (see full titles below)					Type of illness (see full titles below)							Fatalities	Nonfatal Illnesses (see full titles below)				
					Injury Related	Injuries With Lost Workdays												Illness Related	Illness With Lost Workdays				
Case No. A	Incident Date B	Employee Name C / Employee ID / Job Title D	Department E	Injury/Illness Description F	Date of Death 1	Awy Res 2	Awy 3	Awy Dys 4	Res Dys 5	No Dys 6	Skin 7a	Lung 7b	Resp 7c	Poison 7d	Phys 7e	Repeat 7f	Other 7g	Date of Death 8	Awy Res 9	Awy 10	Awy Dys 11	Res Dys 12	No Dys 13
	06/15/2000	C J Moore KC0005 Pay Clerk	Finance							X												
				Total:	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0

7a - Occupational skin diseases or disorders
7b - Dust diseases of lungs
7c - Respiratory conditions due to toxic agents
7d - Poisoning(systemic effects of toxic materials)
7e - Disorders due to physical agents
7f - Disorders associated with repeated truma
7g - All other occupational illnesses

2&9 - Any Days Away or Rest Duty
3&10 - Any Days Away from Work
4&11 - # Days Away from Work
5&12 - # Days Rest Duty
6 - Injuries Without Days Away or Rest Duty
13 - Illnesses Without Days Away or Rest Duty

Certification of Annual Summary Totals by_____

Title _____

Date _____

WORKER IDENTIFICATION

Moore,Catherine J		Employee ID:	KC0005	SIN:	936 574 151
#22 - 165 Dixon Road		Occupation:	Payroll Clerk	Birth Date:	07/28/1958
Toronto, ON		Employee Class:		Sex:	F
M9P3T9	CAN	Employee Status:	Part-Time	Marital Status:	Single
		Hire Date:	03/22/1985	Health Care:	
Home Phone:		Job Start D	03/22/1985	Preferred Lang:	

EMPLOYER IDENTIFICATION

Worker's Location:			Reporting Locn: 0
Global Business Institute	Firm Number:	22345	Canadian Headquarters
500 George Washington Pkway	Rate Number:		1800 Bay Street Suite 1900
New York, NY	Contact Name:	Kirby Dunbar	Toronto, ON
07666 USA	Phone Number:		M5J 2T3 CAN
	Trade Union?	Yes	
	Business Activity:	Forestry/Paper	

Is Employee Full-time?
Is Employee Permanent?
Is Employee Seasonal?
Is Employee Casual?
Is Employee a Volunteer?
Is Employee a Student?
Is Employee a subcontractor?

Is Employee a Partner of the Employer?
Is Employee a Principal of the Firm?
Is Employee a Relative of the Employer?

TEMPORARY DISABILITY

Following the day that the injury/awareness of disease occured, will the injured worker be absent because of the injury/disease?

Will the injured worker as a result of the injury/disease assume other duties because the injury/disease prevents him/her from performing his/her regular duties? Yes

Will the injured worker as a result of the injury/disease earn less than his/her regular wages because of the injury/disease? No

DETAILS OF INCIDENT

Date and Time: 06/15/2000 8:15 AM Employer's Premises? Yes

Location: Vancouver Branch 2030 Calley Street Vancouver, BC V5C2Z8 CAN
ON THE TRANSCANADA HIGHWAY NEAR THE WILLINGDON OFFRAMP

What happened: The employee was driving to work and became involved in a vehicle accident. According to the information provided to us, the employee sneezed while driving, momentarily losing control of the vehicle and therefore failing to see that the traffic had stopped ahead. As a result of not putting on the brakes on time, the employees vehicle smashed into the vehicle ahead of it,

causing severe damages and injuries
Cause of Incident: Improperly placed matrl/equip

Vehicles/Machinery Involved:
People Involved with Vehicles/Machinery:

DETAILS OF INJURY/DISEASE

Reported Dt/Tm: 06/15/2000 8:15 AM Last Worked date: Returned to Work:
To Whom: Stephanie A Mills Last Worked Tm

If injury/disease was not reported immediately, provide reason for delay.

What happened to cause the injury/disease?
Severe injuries have been sustained from the accident

Source of Injury: 00130 STRUCK BY OBJECT
00000 TRAUMATIC INJURIES & DISORDERS UNS
BRAIN

Describe the worker's activites at the time of the injury/disease.

Is there anyone else who may have witnessed or who may know about the injury/onset of disease?
Johnson,Carol L 1995 Broadmoor Boulevard Richmond, BC V7A2R2
Reid,Charles M 471 Pritchard Avenue Winnipeg, MB R2W2J8

HEALTH CARE

Did worker receive first aid? Yes Date/Time: 06/15/2000 9:40 AM By whom Stephanie A Mills

Did worker receive health care?
Care Type: Company Physician
MCCleary,Philip
Sunnybrook Medical Facility
1800 Bayview Avenue
Toronto, ON
M2J7K8 CAN

EARNINGS INFORMATION

Hourly Rate of Pay: $25.000000 Total Weekly Pay Hours: 30.00
Average Days Earnin $0.00
3 months Gross: $10,000.00 03/15/2000 to 06/14/2000
12 months Gross: $35,000.00 06/15/1999 to 06/14/2000
Are Benefit Plan contributions continuing? Yes
Payments made during period of disability? Yes

Wage Inclusions:
Equipment Day $223.00

Vehicle

Wage Additions:

Vehicle Allowance	Day	$100.00

Work Schedule:

Day	Hours

CLAIM INFORMATION

To your knowledge has the worker had a previous injury/disease?
No

Were the worker's actions at the time of injury for the purpose of your business?
Yes

Were they part of regular work?
Yes

Are you satisfied the injury occurred as stated?

Do you know of any previous pain or disability in the area of the worker's present injury?

Do you know of any defect or diability the worker had prior to the injury?
No

Do you have any reason to doubt that the injury/disease is work-related?

Do you have any information that the worker could have returned to work earlier?

Do you object to the acceptance of this claim?
No

End of Report

EMPLOYER

Company Name: Global Business Institute
Address:
500 George Washington Pkway

Postal: 07666 New York
EMPLOYER

Company Name: Global Business Institute
Address:
500 George Washington Pkway

Postal: 07666 New York

WITNESS
Name: Reid,Charles M
Address:

Postal:
Police Report: NO
Name:

THIRD PARTY
Third Party Responsible: NO

UNFALLANZEIGE

Global Business Institute
500 George Washington Pkway
07666 New York

1. Mitgliedsnummer

2. Gewerbeaufsichtsamt/Bergamt

3. Betriebsnummer des Arbeitsamtes

SKN

Unfallgruppe

Unfallart
Meldejahr **00**

Vers.-Träger
Gefahrtarifstell

Unfallnummer

4 Anschriftenfeld für den Empfänger der Unfallanzeige

5. Name, Vorname: **Antonio Santos**

6. Versicherungsnummer oder Geburtsdatum: **08/09/1972**

7. Postleitzahl: **94246** Ort: **Sacramento** Strasse: **4689 Z Street**

8. Familienstand: **Married**

9. Geschlecht: **1**

10. Staatsangehörigkeit

zu 9: **M** zu 10:

11. Zahl der Kinder unter 18 Jahren: **0**

zwischen 18 u.25 Jahren, soweit in Schul-oder Berufsausbildung

12. Als was ist der Verletzte regelmäßig eingesetzt ? **Administrative Assistant**

13. Seit wann bei dieser Tätigkeit ? **09/12/1997**

14. In welchem Teil des Unternehmens ist der Verletzte ständig tätig? **Human Resources** **Corporation Headquarters**

15. Ist der Verletzte Leiharbeitnehmer? **Nein**

zu 12: **KU051**

16. Ist der Verletzte minderjährig, entmündig oder steht er unter Pflegschaft?
[X] nein

17. Ist der Verletzte Unternehmer, Mitunternehmer, Ehegatte des Unternehmers o. mit diesem verwandt?
[X] nein [ ] Unternehmer [ ] Mitunternehmer [ ] Ehegatte [ ] verwandt

Art der Verwandtschaft

18. Krankenkasse des Verletzten (Name, Ort)

19. Anspruch auf Arbeitsentgelt besteht bis

20. Hat der Verletzte die Arbeit wieder aufgenommen?
[ ] nein [X] ja am **06/15/2000**

21. Verletzte Körperteile

22. Art der Verletzung

zu 21: zu 22:

23. Welcher Arzt hat den Verletzten nach dem Unfall zuerst versorgt? (Name, Anschrift)

24. Ist der Verletzte tot?
[X] nein [ ] ja

zu 24: **2**

25. Welcher Arzt behandelt den Verletzten zur Zeit? (Name, Anschrift)

26. Falls sich der Verletzte im Krankenhaus befindet, Anschrift des Krankenhauses:

27. Unfall Zeitpunkt: **06/12/2000** **14.35 Uhr**

28. Hat der Verletzte die Arbeit eingestellt?
[ ] nein [ ] sofort später am

29. Beginn der Arbeitszeit des Verletzten: **. Uhr**

30. Ende der Arbeitszeit des Verletzten: **. Uhr**

zu 29: **. Uhr**

31. Unfallstelle (genaue Orts- u. Straßenangabe, auch bei Wegeunfällen)

ON THE FOURTH FLOOR

32. An welcher Maschine ereignete sich der Unfall? (auch Hersteller, Typ, Baujahr)

33. Welche technische Schutzvorrichtung o. Maßnahme war getroffen?

34. Welche persönliche Schutzausrüstung hat der Verletzte benutzt?

zu 33: zu 34:

35. Welche Maßnahmen wurden getroffen, um ähnliche Unfälle in Zukunft zu verhüten?

36. Wer hat von dem Unfall zuerst Kenntnis genommen? (Name, Anschrift des Zeugen)

CalvinFresno

War diese Person Augenzeuge?
[ ] nein [X] ja

37. Ausführliche Schilderung des Unfallherganges

Antonio sprained his ankle

Arbeitsbereich

unfallauslösenderGegenst

K400

Bewegung des Gegenstandes

Tätigkeit desVerletzten

Bewegung des Verletzten

07.09.2000

Health and Safety at Work etc Act 1974
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Report of an injury or dangerous occurrence

Part A

About you

1 What is your full name?

Mr Antonio Santos

2 What is your job title?

Payroll Clerk

3 What is your telephone number?

About your organisation

4 What is the name of your organisation?

Global Business Institute

5 What is its address and postcode?

500 George Washington Pkway
New York
New York
07666
United States

6 What type of work does the organisation do?

Part B

About the incident

1 On what date did the incident happen?

6/15/2000

2 At what time did the incident happen?
(Please us the 24-hour clock eg 0600)

08:15:00

3 Did the incident happen at the above address?

Yes Go to question 4

No [X] Where did the incident happen?

[X] elsewhere in your organisation - give the name, address and postcode

at someone else's premises - give the name, address and postcode

in a public place - give details of where it happened

2030 Calley Street
Vancouver
British Columbia
V5C2Z8
Canada

If you do not know the postcode, what is the name of the local authority?

4 In which department, or where on the premises, did the incident happen?

ON THE TRANSCANADA HIGHWAY NEAR THE WILLINGDON OFFRAMP

Part C

About the injured person

If you are reporting a dangerous occurrence, go to Part F.
If more than one person was injured in the same incident, please attach the details asked for in Part C and Part D for each injured person.

1 What is their full name?

Ms Catherine J Moore

2 What is their home address and postcode?

#22 - 165 Dixon Road
Toronto
Ontario
M9P3T9
Canada

3 What is their home phone number?

4 How old are they?

42

5 Are they

male?

[X] female?

6 What is their job title?

7 Was the injured person (tick only one box)

one of your employees?

on a training scheme? Give details:

on work experience?

employed by someone else? Give details of the employer:

self-employed and at work?

a member of the public?

Part D

About the injury

1 What was the injury? (eg fracture, laceration)

TRAUMATIC INJURIES & DISORDERS UNS

2 What part of the body was injured?

BRAIN

X

X

X

The employee was driving to work and became involved in a vehicle accident. According to the information provided to us, the employee sneezed while driving, momentarily losing control of the vehicle and therefore failing to see that the traffic had stopped ahead. As a result of not putting on the brakes on time, the employees vehicle smashed into the vehicle ahead of it, causing severe damages and injuries

ÿÿý8_

9/7/2000

Unfallgruppe Verletzter Köperteil (Gruppe)

Nr.	Bezeichnung	Anzahl	01	02	03	04	05	06	07	08	09	10
		0										
	Insgesamt	0	0	0	0	0	0	0	0	0	0	0
	in %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

01 Eye 02 Ear 03 Face
04 Head 05 Neck 06 Back
07 Trunk 08 Shoulders and Arms 09 Hands and Fingers
10 Hips and Legs

Incident ID	Type	Date	Location	Non-Empl ID	Name	Inj/Illness

Vorfallnummer: 00000011

1. Wann (Datum, Uhrzeit) und von welcher Stelle aus (Ort,Straße, Hausnummer) hat der/die Verletzte den Weg angetreten? Uhr

   Ziel des Weges (Ort, Straße, Hausnummer)?

   Wie weit ist der Weg? ca. 0.00 km

2. Welches ist der direkte Weg zwischen Ausgansort und Ziel (genau Straßenbezeichnung evtl. Skizze)?

   Hat der/die Verletzte am Unfalltag diesen Weg benutzt? Nein

3. Bei Abweichung vom direkten Weg:

   Welchen Weg schlägt der/die Verletzte gewöhnlich ein?

   Welchen Weg wollte der/die Verletzte am Unfalltag nehmen?

   Grund für die Abweichung?

4. Welche Stecke hat der/die Verletzte bis zur Unfallstelle bereits zurückgelegt (genaue Straßenbezeichnung evtl. Skizze)

   Wann (Datum, Uhrzeit) erreichte der/die Verletzte die Unfallstelle?

   Wie hat der/die Verletzte den Weg zurückgelegt (Verkehrsmittel)

5. Hat der/die Verletzte unterwegs Gaststätten, Geschäfte, Verwandte oder Bekannte besucht Oder sonstige private Besorgungen gemacht oder machen wollen? Nein

   Wie lange dauerte der Besuch bzw. die Besorgung? 0.00 Stunden

   Ist dem/der Verletzten der Unfall während des Besuchs oder der Besorgung bzw. vorher oder nachher zugestoßen?

   Stand der Versicherte unter Alkoholeinwirkung? Nein

   In welchen Mengen wurde Alkohol getrunken?

   Wer kann hierüber Näheres sagen?

Vorfallnummer: 00000011

6. Waren an dem Unfall andere Personen beteiligt (ggf. Namen und Anschriften angeben)?	Dunbar,Kirby	Investigator
Bei Verkehrsunfall:		
Name und Anschrift des beteiligten Fahrers?	Reid,Charles M	Witness
Name und Anschrift des Halters?		
Bei Unfall infolge schlechter Straßen- oder Wegeverhältnisse (z.B. Glatteis, offner Kellerschacht):		
Name und Anschrift des Grundstückseigetümers oder des Wegeunterhaltspflichtigen?		
Bei Unfällen durch Tiere:		
Name und Anschrift des Tierhalters?		
Sind durch die Polizei oder sonstige Stellen (z.B. Eisen- oder Straßenbahnverwaltung) Feststellungen getroffen worden (ggf. genaue Anschrift der Stelle und Angabe des Aktenzeichens)?		
Bei welcher Versicherunsgesellschaft ist/sind der/die Schädiger versichert?		

7. Auf wessen Angaben beruhen die Auskünfte? Aus wessen Angaben beruhen die Auskünfte? Glaubwürdigkeit, etwaige Trunkenheit des/der Verletzten, Zeugen des Unfalls usw.).

Urschriftlich der Berufsgenossenschaft zurückgereicht.

Der/Die Verletzte hat die Arbeit noch nicht aufgenommen.

München, den 08/31/2000

Stempel und Unterschrift des
Unternehmers oder dessen Vertreters

Anzeige des Unternehmers über eine Berufskrankheit

1. Mitgliedsnummer

2. Gewerbeaufsichtsamt/Bergamt

SKN

Unfallgruppe

3. Betriebsnummer des Arbeitsamtes

Unfallart
Meldejahr
Vers.-Träger
Gefahrtarifstelle

Unfallnummer

4. Anschriftenfeld für den Empfänger

5. Name, Vorname

6. Versicherungsnummer oder Geburtsdatum

7. Postleitzahl | Ort | Strasse

8. Familienstand

9. Geschlecht

10. Staatsangehörigkeit

zu 9 zu 10

11. Zahl der Kinder unter 18 Jahren

zwischen 18 u.25 Jahren, soweit in Schul-oder Berufsausbildung

12. Als was ist der Verletzte regelmäßig eingesetzt

13. Seit wann bei dieser Tätigkeit

14. In welchem Teil des Unternehmens ist der Verletzte ständig tätig?

15. Ist der Verletzte Leiharbeitnehmer?

zu 12

16. Ist der Verletzte minderjährig, entmündig oder steht er unter Pflegschaft?
☐ nein

17. Ist der Verletzte Unternehmer, Mitunternehmer, Ehegatte des Unternehmers o. mit diesem verwandt?
☐ nein ☐ Unternehmer ☐ Mitunternehmer ☐ Ehegatte ☐ verwandt

19. Hat der Verletzte die Arbeit eingestellt?
☐ nein ☐ sofort später

18. Krankenkasse des Verletzten (Name, Ort)

21. Anspruch auf Arbeitsentgelt besteht bis

20. Hat der Verletzte die Arbeit wieder aufgenommen?
☐ nein ja am

22. Welche Beschwerden äußerte der Versicherte?

23. Wann traten sie erstmals auf?

24. Auf welche beruflichen Einwirkungen führt der Versicherte die Beschwerden zurück?

25. Welche Berufskrankheit wird angenommen?

zu 25

26. Welcher Arzt (Anschrift) hat den Versicherten wegen seiner Beschwerden zuerst behandelt; wann?

27. Welcher Arzt (Anschrift) behandelt den Versicherten zur Zeit?

28. Wo befindet sich der Versicherte z.Zt. (zu Hause, Krankenhaus)?

29. Ist der Verletzte tot?
☐ nein ☐ ja

30. Zeitpunkt des Todes

31. Fand eine Leichenöffnung statt? Wenn ja, wann und durch wen?

zu 29 zu 30

32. Welche Tätigkeiten übte der Versicherte bisher aus?

33. Welche Tätigkeit wird für die Entstehung der Berufskrankheit als ursächlich angesehen?

34. Wann wurde diese Tätigkeit verrichtet und wie lange?

35. Welchen gefährdenden Stoffen und Einwirkungen war der Versicherte ausgesetzt?

36. Wurden arbeitsmedizinische Vorsorgeuntersuchungen durchgeführt? Wenn ja, wann, durch wen und mit welchem Ergebnis?

37. Welche technischen Kontrollen (z.B. Messungen) wurden am Arbeitsplatz des Versicherten durchgeführt und mit welchem Ergebnis?

38. Welche weiteren Angaben können gemacht werden (z.B. Zeugen, frühere Meldungen von Berfuskrankheiten, gleichartige Erkrankungen von Arbeitskollegen usw.)?

07.09.2000

40. Datum

41. Betriebsleiter

Sicherheitsingenieur

42. Betriebsrat

43. Sicherheitsbeauftragter

EMPLOYEE: KF0004 Mary-Ann Singleton

INCIDENT DATE	INCIDENT TYPE	SUPERVISOR ID	SUPERVISOR NAME	INCIDENT DESCRIPTION
09/06/2000	Improper use of Sick Leave			Mary-Ann was seen at the fair 2 days in a row, hence coded her time as sick leave.

ACTION DATE	ACTION STEP	DISCUSSED WITH	COMMENTS
09/06/2000	Suspension less than 14 days		Additional action is required

End of Report

Report ID: OHS006

PeopleSoft
Grievance Summary

Run Date 9/6/2000
Run Time 4:22:53 PM

Report Period 01/01/2000 - 09/07/2000

Grievance ID	Type	Grievance Date	Filer	Grievance Status	Status Date
0000000001	Rating App	09/05/2000	Employee/Applicant	Pending	09/06/2000

Step	Action Date	Person Responsible	Resolution Date
Manager/Employee Disc	9/6/2000		10/6/2000

Grievance ID	Type	Grievance Date	Filer	Grievance Status	Status Date
0000000002	Arbitratns	08/31/2000	Employee/Applicant	Appealed	09/06/2000

Step	Action Date	Person Responsible	Resolution Date
Manager/Employee Disc	9/6/2000		

Incident: 00000010

Type	Date	Time	Injury	Recurrence	Co. Property	Location	Location Description
Incident	06/12/2000	14:35:00	Y	N	Y		

Involved Persons

Empl/NonEmpl Id	Name
KU0010	Santos,Antonio

Earn Less	Perform Other Duties	Employment Secure
N	N	

Pay Continue	Benefits Continue	Absent Day of Injury
N		

Last Day Worked	Last Start Time Worked	Last End Time Worked
06/12/2000	17:00:00	

Start Date After Absence	End Date After Absence	Non-Employee Responsible

Received First Aid	Date Administered	Time Administered	Administered By
Y	06/12/2000	17:00:00	KU0002 - Baran,Charles

End of Report

Incident Number 00000016 **Incident Type** Veh Acdnt **Location** KFPA01 Paris

Incident Date 10/21/1998 **Reported Date** 10/21/1998 **Recorded Date** 10/21/1998

Incident Time 18:00:00 **Reported Time** 18:00:00 **Recorded Time** 18:40:00

Reported to Employee KF0001 Berger,Maurice

Reported by Employee/Non-employee KF0018 Chabot,Yves

Resulted in Injury Y **Occurred on Company Property** Y **Recurrence** N **Investigated** N

INCIDENT PERSONS

Involved Id	Involved Name	Reported Da	Reported Ti	File Date	Treatment
KF0018	Chabot,Yves	10/21/1998	18:00:00		Medical

Illness Type N/A **Result** N/A

Days Away From Work 5.00 **Restricted Workdays** 0.00

Nature of Injury	400	Multiple injuries	**Primary**	Y
Source of Injury	6000	Motor Vehicles	**Primary**	Y
Accident Type	313	Collision in an intersection	**Primary**	Y
Unsafe Act	400	Inattention to surroundings	**Primary**	Y
Body Part	199	Neck	**Primary**	Y

Physician Ventouse,Bob
Care Type Hospital

Hospital Hospitaux de Paris
Phone 01 48 18 50 00

Diagnosis K00001 Lacerations

Diagnosis K00016 Stress

End of Report

Incident Summary

Report Period: 8/27/1980 - 8/30/2000

Incident: 00000016

Type	Date	Time	Injury	Recurrence	Co Property	Location	Location Name
V	10/21/1998	6:00 PM	Y	N	Y	KFPA01	Paris

Involved Persons

Empl/Non EmpL ID	Name	OSHA Reported	Case Nbr
KF0018	Chabot,Yves	Y	

Incident: 00000015

Type	Date	Time	Injury	Recurrence	Co Property	Location	Location Name
N	8/14/1997	2:00 PM	Y	N	Y	KG03	Cardiff - Wales

Involved Persons

Empl/Non EmpL ID	Name	OSHA Reported	Case Nbr
KG0007	Yu,Wai	N	

Incident: 00000014

Type	Date	Time	Injury	Recurrence	Co Property	Location	Location Name
V	11/19/1999	8:30 AM	Y	N	Y	KG01	Reading - England

Involved Persons

Empl/Non EmpL ID	Name	OSHA Reported	Case Nbr
KG0003	Jackson,Ritu	Y	

Incident: 00000013

Type	Date	Time	Injury	Recurrence	Co Property	Location	Location Name
V	6/15/1995	2:23 PM	Y	N	Y	KG01	Reading - England

Involved Persons

Empl/Non EmpL ID	Name	OSHA Reported	Case Nbr
KG0001	Tendulkar,Indira	Y	

Incident: 00000011

Type	Date	Time	Injury	Recurrence	Co Property	Location	Location Name
I	6/15/2000	8:15 AM	Y	N	Y	KCBC00	Vancouver Branch

Location Incident Summary

Report Period 08/01/1980 - 08/01/2000

Run Date 9/7/2000
Run Time 19:16:33

Company Location:

Incident ID	Date	Time	Type	Injury	Recurrence	Co Property	Empl/NonEmpl ID	Empl/NonEmpl Name	Reported	Case Nbr
00000010	06/12/2000	2:35 PM	I	Y	N	Y	KU0010	Santos,Antonio	Y	09045

Incident ID	Date	Time	Type	Injury	Recurrence	Co Property	Empl/NonEmpl ID	Empl/NonEmpl Name	Reported	Case Nbr
00000009	10/28/1999	8:00 AM	V	Y	N	Y	L00001	Rodriquez,Anna Lucia	Y	

Company Location: KCBC00 Vancouver Branch

Incident ID	Date	Time	Type	Injury	Recurrence	Co Property	Empl/NonEmpl ID	Empl/NonEmpl Name	Reported	Case Nbr
00000011	06/15/2000	8:15 AM	I	Y	N	Y	KC0005	Moore,Catherine J	Y	

Company Location: KFPA01 Paris

Incident ID	Date	Time	Type	Injury	Recurrence	Co Property	Empl/NonEmpl ID	Empl/NonEmpl Name	Reported	Case Nbr
00000016	10/21/1998	6:00 PM	V	Y	N	Y	KF0018	Chabot,Yves	Y	

Company Location: KG01 Reading - England

Incident ID	Date	Time	Type	Injury	Recurrence	Co Property	Empl/NonEmpl ID	Empl/NonEmpl Name	Reported	Case Nbr
00000014	11/19/1999	8:30 AM	V	Y	N	Y	KG0003	Jackson,Ritu	Y	

Incident ID	Date	Time	Type	Injury	Recurrence	Co Property	Empl/NonEmpl ID	Empl/NonEmpl Name	Reported	Case Nbr
00000013	06/15/1995	2:23 PM	V	Y	N	Y	KG0001	Tendulkar,Indira	Y	

Company Location: KG03 Cardiff - Wales

Incident ID	Date	Time	Type	Injury	Recurrence	Co Property	Empl/NonEmpl ID	Empl/NonEmpl Name	Reported	Case Nbr

Report Period 8/1/1980 - 8/1/2000

Claim ID	Status	Open Dt	Close Dt	Emplid/NonEmplid	Name	Incident ID	Charge Type	Amt
00093999	P	6/12/2000		KU0006	Erickson,Arthur	00000010		
							MD	215.00
							Charge Type Subtotal	215.00
							Claim Total	215.00

Claim ID	Status	Open Dt	Close Dt	Emplid/NonEmplid	Name	Incident ID	Charge Type	Amt
00094000	P	6/24/2000		KC0005	Moore,Catherine J	00000011		
							MD	350.00
							Charge Type Subtotal	350.00
							Claim Total	350.00
							Grand Total	565.00

PeopleSoft
Employees in Incidents

Report Period 8/1/1980 - 8/1/2000

Incident ID	Type	Date	Location		Emplid	Name	Inj/Illness
00000013	Vehicle/Equipment Acciden	6/15/1995	KG01	Reading - England	KG0001	Tendulkar,Indira	Injury

Incident ID	Type	Date	Location		Emplid	Name	Inj/Illness
00000015	Injury	8/14/1997	KG03	Cardiff - Wales	KG0007	Yu,Wai	Injury

Incident ID	Type	Date	Location		Emplid	Name	Inj/Illness
00000016	Vehicle/Equipment Acciden	10/21/1998	KFPA01	Paris	KF0018	Chabot,Yves	Injury

Incident ID	Type	Date	Location		Emplid	Name	Inj/Illness
00000009	Vehicle/Equipment Acciden	10/28/1999			L00001	Rodriquez,Anna Lucia	Injury

Incident ID	Type	Date	Location		Emplid	Name	Inj/Illness
00000014	Vehicle/Equipment Acciden	11/19/1999	KG01	Reading - England	KG0003	Jackson,Ritu	Injury

Incident ID	Type	Date	Location		Emplid	Name	Inj/Illness
00000010	Incident	6/12/2000			KU0010	Santos,Antonio	Injury

Incident ID	Type	Date	Location		Emplid	Name	Inj/Illness

Report Period: 08/01/ 1980 - 08/01/2000

Incident Nbr: 00000009

Emplid	Name	Type	Lost Workdays	Restricted Workdays
L00001	Rodriquez,Anna Lucia	Injury	1	0

Total Incident Lost Days: 1
Total Incident Restricted Days: 0

Incident Nbr: 00000010

Emplid	Name	Type	Lost Workdays	Restricted Workdays
KU0010	Santos,Antonio	Injury	0	0

Total Incident Lost Days: 0
Total Incident Restricted Days: 0

Incident Nbr: 00000011

Emplid	Name	Type	Lost Workdays	Restricted Workdays
KC0005	Moore,Catherine J	Injury	0	0

Total Incident Lost Days: 0
Total Incident Restricted Days: 0

Incident Nbr: 00000013

Emplid	Name	Type	Lost Workdays	Restricted Workdays
KG0001	Tendulkar,Indira	Injury	0	0

Total Incident Lost Days: 0
Total Incident Restricted Days: 0

Incident Nbr: 00000014

Emplid	Name	Type	Lost Workdays	Restricted Workdays
KG0003	Jackson,Ritu	Injury	5	0

Total Incident Lost Days: 5
Total Incident Restricted Days: 0

Incident Nbr: 00000015

Report Period: 01/01/19 - 01/01/200

Company : **KF1**
Work Center: **KFPA01**

Name	Sex	NID	Date Reptd	Inj/Ill
Chabot,Yves	Male	1550659999918	10/21/98	Injury

Company : **KG1**
Work Center: **KG01**

Name	Sex	NID	Date Reptd	Inj/Ill
Jackson,Ritu	Female	NE012424A	11/19/99	Injury

Work Center: **KG02**

Name	Sex	NID	Date Reptd	Inj/Ill
Chabot,Yves	Male	1550659999918	10/21/98	Injury

Work Center: **KG03**

Name	Sex	NID	Date Reptd	Inj/Ill
Yu,Wai	Male	HB037853D	8/14/97	Injury

PeopleSoft

Incident Claim Detail

INCIDENT INFORMATION

Incident Number 00000010 **Incident Type** Incident **Incident Dt** 06/12/2000

CLAIM INFORMATION

Claim ID 00093999 **Open Dt** 06/12/2000 **Close Dt** **Status** Pending

Employee: KU0006

PROVIDER INFORMATION

Company Contact KU0007
Provider Central Health
Provider Claim Nbr 22345
Claim Manager Dawson,Chemine
Assessment Dt 06/12/2000 **Disposition** Not fit to return at prese
Comments Employee needs a couple of days to recuperate

Charge Type	Charge Dt	Amount
Medical Costs	06/12/2000	$215.00

Charge Type Subtotal: $215.00

Claim Total: **$215.00**

Incident Grand Total: **$215.00**

End Of Report

Incident 00000016 **Date** 10/21/1998

Road Cond W **Weather** RA

ID	Description	Make	Model	Year	License	Est Amt	Act Amt
KC00000001	Ford Taurus	Ford	Taurus	0		3,000.00	2,000.00

Emplid/NonEmpl ID	Name	Role
KU0004	Grafton,Ken	P

RIDDOR (UK) Reportable Incidents

Incident	Date	ID	Name	Body Parts	Injuries
Employees					
00000011		KC0005	Ms Catherine J Moore	BRAIN	TRAUMATIC INJURIES & DISORDERS UNS
Non-Employees					
Dangerous Occurrences					

End of Report

Employee Birthdays In Next 30 Days

Employee Name	Birth Day
Overbeeke,Sabine	09/01

Service Anniversaries In Next 30 Days

Employee Name	Hire Date	Years
Overbeeke,Sabine	09/15/98	3

No Increases for 11 Months or more

Employee Name	Last Increase Date
Ceulemans,Jan	02/01/97
Overbeeke,Sabine	09/15/98

Month	Employee Name	Birth Day	Gen	Department	Job Title
JANUARY	Asmuth,Bernice	1	F	Mathematics	Professor - Adjunct
	Blum,Carolyn	1	F	Administration Services	Vice President - Administrativ
	Calder,Alexis	1	F	Police Services	Detective
	Caria,Lee	1	F	Office of the President	Security Guard III
	Carnes,Ursla R	1	F	Civil Engineering	Professor-Assistant
	Caulsen,Loretta	1	F	Public Works	Chief - Public Works
	Flynt,Mildred	1	F	Bus & Regulatory Svc	Commissioner - Bus & Reg Svc
	Giannotti,Roberto	1	M	Financial Aid	Student Resident Assistant
	Gipson,Larry	1	M	Computer Scienc	Assistant - Teaching
	Givens,Wayne	1	M	Financial Aid	Officer - Financial Aid
	Goslin,Angela	1	F	Academic Services	Clerk
	Haderlein,David	1	M	Finance	Clerk
	Hartnell,Bruce	1	M	Computer Scienc	Professor - Adjunct
	Howard,Sheila	1	F	Licensing & Certification	Office Assistant IV
	Jackson,Laverne	1	F	Chemical Engineering	Head - Department
	Johnson,Christina	1	F	Mathematics	Assistant - Teaching
	Johnson,Robert	1	M	Electrical Engineering	Assistant - Teaching
	Jordan,Alic R	1	F	Finance	Accountant
	LaFerve,Nadine	1	F	Office of the President	Security Guard III
	Lawson,Monica	1	F	Office of the President	Security Guard IV
	Levin,Patsy	1	F	Mayor's Office	Secretary
	Marmelzat,Leona	1	F	Human Resources	Recruiter
	Martinez,Carla	1	F	Mathematics	Chair-Department
	Martinez,Luis	1	M	Police Services	Officer-Animal Control II
	Mason,Macia	1	F	Licensing & Certification	Office Assistant II
	Meadows,Sean	1	M	Executive Branch	Governor - Lt.
	Mike,Keiley R	1	M	Fire Protection	Firefighter
	Monet,Claude	1	M	Office of the Registrar	Clerk-Administrative I
	Overton,Lawrence	1	M	Police Services	Officer-Animal Control, Spvsr
	Phillips,Robert	1	M	Licensing & Certification	Clerk
	Portavino,Vincent R	1	M	Reproduction Services Branch	File Clerk
	Reynolds,Amanda	1	F	Public Works	Sweper - Street
	Romanoff,Ivan	1	M	Computer Scienc	Professor
	Silverstein,Jacob	1	M	Executive Branch	Clerk
	Smithfield,Loren R	1	F	Policy & Health Statistics	Analys - Health Statistics
	Starr,Rhonda C	1	F	Chemical Engineering	Professor-Assistant
	Vandersteen,Sydrena	1	F	Police Services	Chief - Police
	Webmodel,Gail	1	F	Computer Scienc	Chair-Department
	Wethington,Lynetta	1	F	Finance	Analyst-Budget
	Winter,Robert	1	M	School of Engineering	Dean-School of Engineering
	Wise,Roy	1	M	Police & Fire Services	Commissioner-Police & Fire
	Wise,Roy	1	M	Licensing & Certification	Clerk
	Wong,Jeanne T	1	F	Policy & Health Statistics	Analys - Health Statistics
	Wong,Lance R	1	M	Financial Aid	Student Lab Tech
	Woolfsberg,Thomas I	1	M	Community Relations	Assistant -Community Relations
	Xu,Liu	1	F	Civil Engineering	Professor
	Yamamoto,Kenneth	1	M	Governmental Affairs	Director -Governmental Affairs
	Yap,Carla	1	F	Police Services	Officer-Animal Control II
	Young,Mimi	1	F	Chemical Engineering	Assistant - Teaching
	Channing,Rosanna	4	F	Human Resources	Manager-Finance
	De la Torre Martinez,Javier	4	M	Sales and Services	Sales Manager
	Ohara,Bruce	5	M	Office of the President	Security Guard II
	Stevenson,Christelle	5	F	Finance	Sr Payroll Clerk
	Reoutt,Alexis	6	F	Human Resources	Specialist -Employee Relations
	Ledoux,Louis	7	M	Operations- Paris	Operations Manager

Employee Name	Department	Emergency Contact	Primary?	Telephone	Relationship
Hopkins,Dewi	Sales and Marketing - Wales	Di Hopkins	Y	07788 654567	Spouse
Peeters,Guido	Sales & Services - Belgium	Peeters,Anita	Y	014677789	Spouse
Pujol,Beatrice	Operations- Paris	Dante,Gregoire	Y	06 74 45 24 87	Spouse
Rodriquez,Anna Lucia	Employee & Labor Branch	Rodriguez,Anthony	Y	703/705-3875	Spouse
		DeMarco,Sophia		703/775-8896	Mother

End of Report

Employee Name	Department	Leave Began	Expected Return	Reason for Leave	Telephone
Tomita,Jason	Human Resources	12/30/1999		Health Reasons	

End of Report

Larry Peabody
245 S Hill Street
Winnipeg, MB
R2W 2J8
Canada

Marshall Yoakum
14501 Halldale Avenue
Toronto, ON
M9P 3T9
Canada

Calvin Konig
885 Skyridge Drive
Quebec City, QC
G1P 3C1
Canada

Calvin Konig
885 Skyridge Drive
Quebec City, QC
G1P 3C1
Canada

Rebecca Diacon
2516 Winchester Street
Fredericton, NB
E3B 1N1
Canada

Rebecca Diacon
2516 Winchester Street
Fredericton, NB
E3B 1N1
Canada

Valerie Taben
274 Arden Court
Halifax, NS
B3H 2C9
Canada

Dennis Vaca
9210 Harness Street
Charlottetown, PE
C1A 1K3
Canada

Jason Hu
3483 Union Street
St Johns, NF
A1C 2A5
Canada

Heiner Breit-Gossmann
2. Platanenstr. 25
47665 Sonsbeck
Germany

Isabella M. Amme
73, Avenue Cygenes
33000 Bordeaux
France

Alex Grün
Lüneburger Str. 1
39106 Magdeburg
Germany

Friedrich Bauer
Parcellistr. 5
80315 Munich
Germany

Marcus Eli-Ben-Amar-Dea
Alfred-Perburgstr. 4
41460 Neuss
Germany

Antonio S. Rodriguez Salgado
Spain

Maria I. Gonzalez Izquierdo
Alcala
28032 Madrid
Spain

Javier 1. De la Torre Martinez
Pez Volador
28230 Las Rozas
Spain

Angela 1. De la Cruz Maroto
General Maroto
28032 Madrid
Spain

Mr Maurice Berger
5 rue de la Marche Neuve
33000 Bordeaux
France

Mr Serge Granjean
6 Moulin de la Vilaine
75002 Paris
France

Miss Mary-Ann Singleton
32 rue des oliviers
33000 Bordeaux
France

Mrs D'orothea Halcyon
8 Avenue des Soeurs Marie
75018 Paris
France

Mrs Nicole Jarek
26 Rue Marcel Miquel
75013 Paris
France

Mr Jean Desmarets
45 rue du General Leclerc
92000 Clichy
France

Mr Lucien Florentin
10 Rue Barbillon
75003 Paris
France

Mr Jean-Claude Breton
56 rue des rois de Pologne
75008 Paris
France

Mrs Beatrice Dante
54 rue Seze ames
75018 Paris
France

Mr Philippe Giraud
123 Boulevard Hebert
92450 Charenton
France

Mr Stephane Grand
25 rue Mirail
92670 Puteaux
France

Mrs Josianne Martin
23 rue Marx Dormoy
93320 Saint-Denis
France

Employee Name	Hire Date	Hire Days	Compensation Rate	Freq	FLSA_FLAG	Job Title	Department	Supervisor
Quick,James Adam	11/01/1999	61	1000.000000 GBP	Monthly	N	Temporary	Headquarters - Reading, UK	

End of Report

KU002 KU002

	Employee Name	Hire Date	Emp Typ	Job Code	Job Title	Last Review	Reviewer	Scale	Rtng Rate	Rvw	Emp Avg	Next Review
GBIBU	Aquilino,Beatrice	06/15/1996	N	KU013	Fin Anal	08/30/2000	Jones,Susan	KU02			0.0	01/01/2001
GBIBU	Bickham,Debroah	04/25/1992	N	KU013	Fin Anal	08/30/2000	Jones,Susan	KU02			0.0	01/01/2001
GBIBU	Hunsberger,Carlton	06/25/1996	N	KU014	Bus Anal	08/30/2000	Jones,Susan	KU02			0.0	01/01/2001
GBIBU	Nichta,Issac	06/15/1996	N	KU014	Bus Anal	08/30/2000	Jones,Susan	KU02			0.0	01/01/2001
GBIBU	Puddephatt,Leo	01/01/1997	N	KU013	Fin Anal	08/30/2000	Jones,Susan	KU02			0.0	01/01/2001
GBIBU	Tipman,Scott	04/22/1984	H	KU037	Pen Spclst	08/30/2000	Jones,Susan	KU02			0.0	01/01/2001
GBIBU	Votava,Teresa	06/11/1988	S	KU037	Pen Spclst	08/30/2000	Jones,Susan	KU02			0.0	01/01/2001

KU002 KU002

	Employee Name	Hire Date	Emp Typ	Job Code	Job Title
GBIBU	Dell,Emmylou K	09/01/1999	S	KU030	Mgr Pensn
GBIBU	Dewberry,Kitty	02/02/1999	H	KU037	Pen Spclst
GBIBU	Gardner,John	05/14/1988	S	KU096	Mgr-Cmp/Bn
GBIBU	Masterson,Marie	04/11/2000	H	KU051	Admin Asst

End of Report

Union Code	Union Name	Barg Unit	Employee ID	Employee Name	Hire Date	Seniority Date	Dept	Location	Job Title	Emp Typ	Reg/ Temp	Full/ Part	Pay Grp	Hourly Rate	Shift
432	AFGE		L00007	Harris,Edward	07/10/1989		E&L Rel		Per Clerk	S	R	F	LBS	11.530000 USD	N
432	AFGE		L00041	Portavino,Vincent R	01/01/1982		Repro Svcs		File Clerk	H	R	F	LBH	7.440000 USD	N
432	AFGE		L00040	St. John Jr.,Jack	01/01/1980		FacSupDiv		Supply Spv	H	R	F	LBH	9.240000 USD	N
432	AFGE		L00001	Rodriquez,Anna Lucia	01/23/1994		E&L Rel		Per Asst 8	S	R	F	LBS	16.430000 USD	N
NFF	NFFE		L00043	Cartier,June	01/01/1996		FacSupDiv		Inventory	H	R	F	LBH	8.360000 USD	N
NFF	NFFE		L00045	Marathon,Mary	01/06/1997		FacSupDiv		Inventory	H	R	F	LBH	7.440000 USD	3
NFF	NFFE		L00044	Rafferty,George	01/05/1998		FacSupDiv		Supply Spc	H	R	F	LBH	5.720000 USD	N
NFF	NFFE		L00012	Zink,Jessica	11/03/1996		I & C		Pers Asst	S	R	F	LBS	11.710000 USD	N

End of Report

Business Unit	DeptID	Department	Begin Count	+ Hires/ Rehires	- Termin- ations	- Retire- ments	+ Transfers In	- Transfers Out	= End Count	Turnover Rate
BEL01	KB001	Headquarters - Belgium	2	0	0	0	0	0		0%
BEL01	KB002	Sales & Services - Belgium	3	0	0	0	0	0		0%
CAN01	KB002		0	0	0	0	0	0		NM
CAN01	KC001	Human Resources	13	0	0	0	0	0	1	0%
GBIBU	KC001	Human Resources	1	0	0	1	0	0		0%
CAN01	KC002	Benefits	4	0	0	0	0	0		0%
GBIBU	KC002	Benefits	0	0	0	0	0	0		NM
CAN01	KC003	Information Services	3	0	0	0	0	0		0%
CAN01	KC005	Finance	10	0	0	0	0	0	1	0%
GBIBU	KC005	Finance	6	0	0	0	0	0		0%
CAN01	KC006	Training & Administration	6	0	0	0	0	0		0%
ESP01	KC006		0	1	1	0	0	0		NM
GBIBU	KC006	Training & Administration	1	0	0	0	0	0		0%
CAN01	KC007	Business Services	2	0	0	0	0	0		0%
GBIBU	KC007	Business Services	2	0	0	0	0	0		0%
GBIBU	KC011	Western Sales Region	1	0	0	0	0	0		0%
CAN01	KC015	Sales and Services	4	0	0	0	0	0		0%
GBIBU	KC015	Sales and Services	1	0	0	0	0	0		0%
DEU01	KD001	Headquarters	1	0	0	0	0	0		0%
DEU01	KD002	Sales & Services	4	0	0	0	0	0		0%
ESP01	KE001	Headquarters	1	0	0	0	0	0		0%
ESP01	KE002	Sales and Services	3	0	0	0	0	0		0%
FRA01	KE002		0	0	0	0	0	0		NM
ESP01	KE003	Human Resources	1	0	0	0	0	0		0%
FRA01	KF001	France Headquarters	2	0	0	1	0	0		0%
FRA01	KF002	Administrative Department	4	0	0	0	0	0		0%
FRA01	KF003	Sales & Services - France	2	0	0	0	0	0		0%
FRA01	KF004	Operations- Paris	10	0	0	0	0	0	1	0%
GBR02	KF004		0	0	0	0	0	0		NM
FRA01	KF005	Hotline- Bordeaux	3	0	0	0	0	0		0%
FRA01	KF006	Information System/Technolo	2	0	0	0	0	0		0%
GBR02	KG001	Headquarters - Reading, UK	1	0	1	0	0	0		200%
GBR03	KG001	Headquarters - Reading, UK	2	0	0	0	0	0		0%
GBR02	KG002	Sales and Marketing - Engla	3	0	0	0	0	0		0%
GBR02	KG004	Sales and Marketing - Scotl	0	0	0	0	0	0		NM
ITA01	KG004		0	1	0	0	0	0		0%
GBR02	KG005	Sales and Marketing - Wales	2	0	0	0	0	0		0%
GBR02	KG006	Sales and Marketing - N. Ir	1	0	0	0	0	0		0%
GBR03	KG008	Human Resources	2	0	0	0	0	0		0%
GBR03	KG010	Customer Services	3	0	0	0	0	0		0%
ITA01	KI001	Headquarter	1	0	0	0	0	0		0%
ITA01	KI002	Personnel Department	0	0	0	0	0	0		NM
NLD01	KI002		0	1	0	0	0	0		0%
JPN01	KJ102	Human Resources	1	0	0	0	0	0		0%
JPN01	KJ104	Sales and Marketing - Osaka	1	0	0	0	0	0		0%
NLD01	KN001	Headquarters - Netherlands	1	0	0	0	0	0		0%
NLD01	KN002	Sales & Services - Netherla	1	0	0	0	0	0		0%
NLD01	KN003	Human Resources - Netherlan	1	0	0	0	0	0		0%
NLD01	KN004	Finance - Netherlands	2	0	0	0	0	0		0%
NLD01	KN005	Education Services Netherla	2	0	0	0	0	0		0%
NLD01	KN006	Sales - Netherlands	2	0	0	0	0	0		0%
US001	KN006		0	0	0	0	0	0		NM
GBIBU	KU000	President	1	0	0	0	0	0		0%
GBIBU	KU001	Human Resources	18	3	2	0	0	0	1	10%
US001	KU001	Human Resources	7	0	0	0	0	0		0%
US003	KU001	Human Resources	5	0	0	0	0	0		0%
US004	KU001	Human Resources	7	0	0	0	0	0		0%
US005	KU001	Human Resources	5	0	0	0	0	0		0%
US006	KU001	Human Resources	5	0	0	0	0	0		0%
GBIBU	KU002	Benefits	10	1	0	0	0	0	1	0%
GBIBU	KU003	Information Systems	3	0	0	0	0	0		0%
US003	KU003	Information Systems	1	0	0	0	0	0		0%
GBIBU	KU005	Finance	9	0	0	0	0	0		0%
US001	KU005	Finance	2	0	0	0	0	0		0%
US003	KU005	Finance	2	1	1	0	0	0		50%
US004	KU005	Finance	3	0	0	0	0	0		0%
US005	KU005	Finance	3	0	0	0	0	0		0%
US006	KU005	Finance	2	0	0	0	0	0		0%
GBIBU	KU007	Business Services	3	0	0	0	0	0		0%
US001	KU007	Business Services	2	0	0	0	0	0		0%
GBIBU	KU010	Western Sales Region	5	0	0	0	0	0		0%
GBIBU	KU012	Asia-Pacific Sales Region	1	0	0	0	0	0		0%
GBIBU	KU014	Sales and Services	2	0	0	0	0	0		0%

Business Unit	DeptID	Department	Begin Count +	Hires/ Rehires -	Termin- ations -	Retire- ments +	Transfers In -	Transfers Out =	End Count	Turnover Rate
GBIBU	KU016	Customer Service	0	1	0	0	0	0		0%
US001	KU016	Customer Service	2	0	0	0	0	0		0%
US003	KU016	Customer Service	1	0	0	0	0	0		0%
US004	KU016	Customer Service	2	0	0	0	0	0		0%
US005	KU016	Customer Service	2	0	0	0	0	0		0%
US006	KU016	Customer Service	2	0	0	0	0	0		0%
GBIBU	KU018	Cafeteria/Restaurant Dept.	5	0	0	0	0	0		0%
GBIBU	KU020	Purchasing	2	0	0	0	0	0		0%
GBIBU	KU021	Corporate Headquarters	6	0	0	0	0	0		0%
US004	KU021	Corporate Headquarters	1	0	0	0	0	0		0%
US006	KU021	Corporate Headquarters	1	0	0	0	0	0		0%
GBIBU	KU024	Assembly	4	1	0	0	0	0		0%
GBIBU	KU025	Lab Facility	10	0	0	0	0	0	1	0%
US001	KU025	Lab Facility	2	0	0	0	0	0		0%
US003	KU025	Lab Facility	2	0	0	0	0	0		0%
US004	KU025	Lab Facility	2	0	0	0	0	0		0%
US005	KU025	Lab Facility	2	0	0	0	0	0		0%
US006	KU025	Lab Facility	2	0	0	0	0	0		0%
GBIBU	KU031	Fire Department	9	0	0	0	0	0		0%
US004	KU031	Fire Department	0	0	0	0	0	0		NM
CHE01	KU032		0	1	1	0	0	0		NM
GBIBU	KU032	Administration	5	0	0	0	0	0		0%
US004	KU032	Administration	1	0	0	0	0	0		0%
CHE01	KW001	Headquarters	1	0	0	0	0	0		0%
CHE01	KW002	Sales and Services	2	0	0	0	0	0		0%
CHE01	KW003	Human Resources	0	1	0	0	0	0		0%
FEDBT	L0001	Dept of Telecommunication	1	0	0	0	0	0		0%
FEDBT	L1000	Bureau of Administration	2	0	0	0	0	0		0%
FEDBT	L1100	Office of Human Resources	4	0	0	0	0	0		0%
FEDBT	L1101	Personnel Operations Divisi	1	0	0	0	0	0		0%
FEDBT	L1102	Employee & Labor Branch	4	0	0	0	0	0		0%
FEDBE	L1110	Employee & Labor Relations	1	0	0	0	0	0		0%
FEDBE	L1111	Grievance Unit	2	0	0	0	0	0		0%
FEDBE	L1120	Labor Relations Division	2	0	0	0	0	0		0%
FEDBT	L1210	Facilities Support Services	4	0	0	0	0	0		0%
FEDBE	L1220	Administrative Operations D	1	0	0	0	0	0		0%
FEDBE	L1221	Reproduction Services Branc	1	0	0	0	0	0		0%
FEDBE	L2000	Bureau of Congressional Rel	1	0	0	0	0	0		0%
FEDBE	L3200	Office of Development	1	0	0	0	0	0		0%
FEDBE	L4000	Bureau of Integrity & Compl	6	0	0	0	0	0		0%
FEDBT	L4000	Bureau of Integrity & Compl	2	0	0	0	0	0		0%
FEDBE	L4020	Office of the Solicitor	3	0	0	0	0	0		0%
FEDBT	L4040	Office of International Com	3	0	0	0	0	0		0%
EGVBU	PGV100	Executive Branch	4	0	0	0	0	0		0%
EGVBU	PGV100	Dpt Hlth & Mntl Hyg	1	0	0	0	0	0		0%
EGVBU	PGV100	Bus & Regulatory Svc	1	0	0	0	0	0		0%
EGVBU	PGV100	Licensing & Certification	8	0	0	0	0	0		0%
EGVBU	PGV100	Policy & Health Statistics	3	0	0	0	0	0		0%
EGVBU	PGV100	State Operatins	1	0	0	0	0	0		0%
EGVBU	PGV100	Community Relations	3	0	0	0	0	0		0%
EGVBU	PGV100	Governmental Affairs	3	0	0	0	0	0		0%
EGJBU	PJC300	Office of the President	11	0	0	0	0	0	1	0%
EGJBU	PJC310	Academic Services	2	0	0	0	0	0		0%
EGJBU	PJC315	Math & Computer Science	2	0	0	0	0	0		0%
EGJBU	PJC315	Mathematics	5	0	0	0	0	0		0%
EGJBU	PJC315	Computer Scienc	5	0	0	0	0	0		0%
EGVBU	PNC200	Mayor's Office	2	0	0	0	0	0		0%
EGVBU	PNC200	Human Resources	6	0	0	0	0	0		0%
EGVBU	PNC200	Finance	5	0	0	0	0	0		0%
EGVBU	PNC200	Public Works	4	0	0	0	0	0		0%
EGVBU	PNC203	Police & Fire Services	1	0	0	0	0	0		0%
EGVBU	PNC203	Police Services	10	0	0	0	0	0	1	0%
EGVBU	PNC203	Fire Protection	4	0	0	0	0	0		0%
EGUBU	PSU500	Administration Services	1	0	0	0	0	0		0%
EGUBU	PSU500	Office of the Registrar	2	0	0	0	0	0		0%
EGUBU	PSU500	Financial Aid	8	0	0	0	0	0		0%
EGUBU	PSU530	School of Engineering	1	0	0	0	0	0		0%
EGUBU	PSU530	Chemical Engineering	5	0	0	0	0	0		0%
EGUBU	PSU530	Civil Engineering	4	0	0	0	0	0		0%
EGUBU	PSU530	Electrical Engineering	4	0	0	0	0	0		0%
		Company Total	425	12	6	2	0	0	42	1%

End of Report

Comp Code	Competency	Proficiency	Last Used	Year Acquired	Employee Name	Job Title	Department
0110	Ability to manage own time	Fair		1995	Espinosa,Carmichael	Conslnt Sr	HR
0160	Ability to prioritize tasks	Good		1999	Aliverdi,Reza	Dir-HR	HR
		Good		1999	Bergsten,Darlene	Bus Anal	HR
		Good		1999	Buckalew,Ginger	Bus Anal	HR
		Good		1999	Channing,Rosanna	Mgr-Fin	HR
		Good		1999	Drake,Marilyn	Fin Anal	HR
		Good		1999	Enriquez,Jorge	Admin Asst	HR
		Good		1999	Erickson,Arthur	Mgr-Fin	HR
		Good		1999	Espinosa,Carmichael	Conslnt Sr	HR
		Good		1999	Fung,James	Conslnt Sr	HR
		Good		1999	Giles,Fred	Conslnt Sr	HR
		Good		1999	Johnson,Danny	Admin Asst	HR
		Good		1999	Johnson,Danny	HRMS Anal	HR
		Good		1999	Jones,Susan	Fin Anal	HR
		Good		1999	Justin,Clare	Bus Anal	HR
		Good		1999	Lowe,Stanley	DE Clerk	HR
		Good		1999	Owyang,Nety	Mgr-Fin	HR
		Good		1999	Pak,John	DE Clerk	HR
		Good		1999	Reese,Daryl	Admin Asst	HR
		Good		1999	Santos,Antonio	Admin Asst	HR
		Good		1999	Sharpe,Kenneth	DE Clerk	HR
		Good		1999	Strunsky,Joanna	Conslnt Sr	HR
		Good		1999	Summer,Alice	Conslnt Sr	HR
		Good		1999	Turbic,Stephanie	DE Clerk	HR
		Good		1999	Tyler,Sylena	Mgr-Fin	HR
0212	Organize people and goal tasks	Good		1999	Aliverdi,Reza	Dir-HR	HR
		Good		1999	Bergsten,Darlene	Bus Anal	HR
		Good		1999	Buckalew,Ginger	Bus Anal	HR
		Good		1999	Channing,Rosanna	Mgr-Fin	HR
		Good		1999	Drake,Marilyn	Fin Anal	HR
		Good		1999	Enriquez,Jorge	Admin Asst	HR
		Good		1999	Erickson,Arthur	Mgr-Fin	HR
		Good		1999	Espinosa,Carmichael	Conslnt Sr	HR
		Good		1999	Fung,James	Conslnt Sr	HR
		Good		1999	Giles,Fred	Conslnt Sr	HR
		Good		1999	Johnson,Danny	Admin Asst	HR
		Good		1999	Johnson,Danny	HRMS Anal	HR
		Good		1999	Jones,Susan	Fin Anal	HR
		Good		1999	Justin,Clare	Bus Anal	HR
		Good		1999	Lowe,Stanley	DE Clerk	HR
		Good		1999	Owyang,Nety	Mgr-Fin	HR
		Good		1999	Pak,John	DE Clerk	HR
		Good		1999	Reese,Daryl	Admin Asst	HR
		Good		1999	Santos,Antonio	Admin Asst	HR
		Good		1999	Sharpe,Kenneth	DE Clerk	HR

Comp Code	Competency	Proficiency	Last Used	Year Acquired	Employee Name	Job Title	Department
		Good		1999	Strunsky,Joanna	Conslnt Sr	HR
		Good		1999	Summer,Alice	Conslnt Sr	HR
		Good		1999	Turbic,Stephanie	DE Clerk	HR
		Good		1999	Tyler,Sylena	Mgr-Fin	HR
0241	Works well under pressure	Fair		1998	Espinosa,Carmichael	Conslnt Sr	HR
0300	Resource Planning	Good		1999	Aliverdi,Reza	Dir-HR	HR
		Good		1999	Bergsten,Darlene	Bus Anal	HR
		Good		1999	Buckalew,Ginger	Bus Anal	HR
		Good		1999	Channing,Rosanna	Mgr-Fin	HR
		Good		1999	Drake,Marilyn	Fin Anal	HR
		Good		1999	Enriquez,Jorge	Admin Asst	HR
		Good		1999	Erickson,Arthur	Mgr-Fin	HR
		Good		1999	Espinosa,Carmichael	Conslnt Sr	HR
		Good		1999	Fung,James	Conslnt Sr	HR
		Good		1999	Giles,Fred	Conslnt Sr	HR
		Good		1999	Johnson,Danny	Admin Asst	HR
		Good		1999	Johnson,Danny	HRMS Anal	HR
		Good		1999	Jones,Susan	Fin Anal	HR
		Good		1999	Justin,Clare	Bus Anal	HR
		Good		1999	Lowe,Stanley	DE Clerk	HR
		Good		1999	Owyang,Nety	Mgr-Fin	HR
		Good		1999	Pak,John	DE Clerk	HR
		Good		1999	Reese,Daryl	Admin Asst	HR
		Good		1999	Santos,Antonio	Admin Asst	HR
		Good		1999	Sharpe,Kenneth	DE Clerk	HR
		Good		1999	Strunsky,Joanna	Conslnt Sr	HR
		Good		1999	Summer,Alice	Conslnt Sr	HR
		Good		1999	Turbic,Stephanie	DE Clerk	HR
		Good		1999	Tyler,Sylena	Mgr-Fin	HR
0502	Communication Skills	Good		2000	Cerruit,Sandy	Conslnt Sr	HR
		Good		2000	Doyle,Emma	Conslnt Sr	HR
0700	Customer Service Orientation	Fair		1999	Santos,Antonio	Admin Asst	HR
0702	Conflict resolution	Little		1998	Espinosa,Carmichael	Conslnt Sr	HR
0705	Ability to listen & respond	Very Good		1995	Espinosa,Carmichael	Conslnt Sr	HR
0707	Can identify problems & causes	Very Good		1998	Espinosa,Carmichael	Conslnt Sr	HR
1001	Typing	Fair		1999	Santos,Antonio	Admin Asst	HR
1003	Data Entry Procedures	Very Good		1999	Santos,Antonio	Admin Asst	HR

Bus. Unit	Employee Name	Employee ID	Hire Date	Emp Typ	Full Part	Reg Tmp	Job Code	Job Title	Pay Grp	Salary Grade	Cur Cd		P A Y R A T E S Hourly	Daily	Monthly	Annual
DeptID KB001 Headquarters - Belgium Manager																
BEL01	Ceulemans,Jan	KB0001	02/01/1997	S	F	R	KB0003	Mgr BEL	KB1	KB0/004	BE		1174.038462	9392.308	203500.000	2442000.000
BEL01	Overbeeke,Sabine	KB0003	09/15/1998	S	F	R	KB0002	HR Admin	KB1	KB0/001	US	*	10.570000	84.560	1832.133	21985.600
2 Employees	2 Salaried	2 Full-time	2 Regular													
	0 Exc. Hourly	0 Part-time	0 Temporary													
	0 Hourly															
DeptID KB002 Sales & Services - Belgium Manager																
BEL01	Leclercq,Francois	KB0005	06/02/1999	S	F	R	KB0005	Consultant	KB1	KB0/003	BE		715.865385	5726.923	124083.333	1489000.000
BEL01	Peeters,Guido	KB0002	04/15/1997	S	F	R	KB0001	Sales Mgr	KB1	KB0/004	BE		1043.076923	8344.615	180800.000	2169600.000
BEL01	Vandaele,Steven	KB0004	03/07/1999	S	F	R	KB0004	Sales	KB1	KB0/003	BE		780.369231	6242.954	135264.000	1623168.000
3 Employees	3 Salaried	3 Full-time	3 Regular													
	0 Exc. Hourly	0 Part-time	0 Temporary													
	0 Hourly															
DeptID KC001 Human Resources Manager																
CAN01	Brown,Jennifer L	KC0025	03/05/1995	E	P	R	KC003	Sr Secrtry	KC1	KC0/003	CA		18.750000	75.000	1625.000	19500.000
CAN01	Chan,Diana E	KC0033	04/22/1984	S	F	R	KC012	HR Analyst	KC3	KC0/006	CA		34.615385	276.923	6000.000	72000.000
CAN01	Griffiths,Martina Rae	KC0001	01/01/1990	S	F	R	KC003	Sr Secrtry	KC2	KC0/004	CA		15.144231	121.154	2625.000	31500.000
CAN01	Henderson,David M	KC0014	07/05/1998	S	F	R	KC010	Trainee	KC2	KC0/002	CA		10.096154	80.769	1750.000	21000.000
CAN01	Jacobs,Lisa Leigh	KC0028	12/02/1985	S	F	R	KC003	Sr Secrtry	KC4	KC0/	CA		15.288462	122.308	2650.000	31800.000
CAN01	Maissoneuve,Louise	KC0024	01/19/1990	S	F	R	KC012	HR Analyst	KC1	KC0/006	CA		32.692308	261.538	5666.667	68000.000
CAN01	Reid,Charles M	KC0004	04/02/1981	E	P	R	KC012	HR Analyst	KC2	KC0/006	CA		18.000000	108.000	2340.000	28080.000
CAN01	Saint-Amand,Marcel	KC0031	07/26/1990	S	F	R	KC018	Mgr ER	KC3	KC0/007	CA		37.740385	301.923	6541.667	78500.000
CAN01	Turner,Gina	KC0035	02/14/1994	E	P	R	KC019	Sr Admin	KC3	KC0/	CA		18.350000	36.700	795.167	9542.000
CAN01	Turner,Gina	KC0035	02/14/1994	E	P	R	KC010	Trainee	KC4	KC0/	CA		22.000000	132.000	2860.000	34320.000
CAN01	Valade,Claudia A	KC0029	12/27/1990	S	F	R	KC012	HR Analyst	KC4	KC0/005	CA		29.951923	239.615	5191.667	62300.000
CAN01	Walters,Julie Ann	KC0034	06/21/1985	S	F	R	KC003	Sr Secrtry	KC3	KC0/	CA		17.601923	140.815	3051.000	36612.000
GBIBU	Wickham,Fred	KCI001	03/05/1990	S	F	R	KC003	Sr Secrtry	KC7	KC0/	CA		38.461538	307.692	6666.667	80000.000
13 Employees	9 Salaried	9 Full-time	13 Regular													
	4 Exc. Hourly	4 Part-time	0 Temporary													
	0 Hourly															
DeptID KC002 Benefits Manager																
CAN01	Johnson,Helen	KC0018	10/25/1981	S	F	R	KC013	Ben Spec	KC2	KC0/005	CA		24.230769	193.846	4200.000	50400.000
CAN01	Lau,Patrick	KC0011	01/02/1986	E	P	R	KC013	Ben Spec	KC2	KC0/002	CA		14.500000	58.000	1256.667	15080.000
CAN01	Millier,Joseph G	KC0030	07/02/1997	E	P	R	KC013	Ben Spec	KC4	KC0/002	CA		18.750000	75.000	1625.000	19500.000

Bus. Unit	Employee Name	Employee ID	Hire Date	Empl Type	Job Code	Job Title	Salary Grade	Cur Cd	Current Comp Rate	<---- C O M P Date	R A T E C H A N G E -----> Amount	Percent	Action
DeptID K													
BEL01	Leclercq,Francois	KB0005	06/02/1999	S	KB0005	Consultant	KB01/003	BEF	124083.333333 M	06/02/199	0.000000	0.000	Hire
			Compensation Components:				KBBS03	BEF	700.000000 H		0.000000	0.000	
							KBTV01	BEF	2750.000000 M		0.000000	0.000	
BEL01	Peeters,Guido	KB0002	04/15/1997	S	KB0001	Sales Mgr	KB01/004	BEF	163466.666666 M	03/01/199	16133.333333	10.950	Promotion
			Compensation Components:				KBBS04	BEF	925.000000 H		0.000000	0.000	
							KBFA03	BEF	37600.000000 A		0.000000	0.000	
BEL01	Vandaele,Steven	KB0004	03/07/1999	S	KB0004	Sales	KB01/003	BEF	135264.000000 M	03/07/199	0.000000	0.000	Hire
			Compensation Components:				KBBS03	BEF	750.000000 H		0.000000	0.000	
							KBTV01	BEF	5264.000000 M		0.000000	0.000	
BEL01	Vandaele,Steven	KB0004	03/07/1999	S	KB0004	Sales	KB01/003	BEF	135264.000000 M	03/07/199	0.000000	0.000	Hire
			Compensation Components:				KBBS03	BEF	750.000000 H		0.000000	0.000	
							KBTV01	BEF	5264.000000 M		0.000000	0.000	
DeptID K													
CAN01	Turner,Gina	KC0035	02/14/1994	E	KC010	Trainee	KC02/	CAD	1430.000000 S	01/01/200	130.000000	10.000	Pay Rt Chg
			Compensation Components:				NAHRLY	CAD	22.000000 H		2.000000	10.000	
CAN01	Turner,Gina	KC0035	02/14/1994	E	KC010	Trainee	KC02/	CAD	1430.000000 S	01/01/200	130.000000	10.000	Pay Rt Chg
			Compensation Components:				NAHRLY	CAD	22.000000 H		2.000000	10.000	
DeptID K													
CAN01	Reid,Charles M	KC0004	04/02/1981	E	KC007	Pay Clerk	KC01/006	CAD	440.000000 B	01/01/200	30.000000	7.317	Pay Rt Chg
			Compensation Components:				NAHRLY	CAD	22.000000 H		1.500000	7.317	
CAN01	Reid,Charles M	KC0004	04/02/1981	E	KC007	Pay Clerk	KC01/006	CAD	440.000000 B	01/01/200	30.000000	7.317	Pay Rt Chg
			Compensation Components:				NAHRLY	CAD	22.000000 H		1.500000	7.317	
CAN01	Rogers,Cynthia A	KC0003	03/12/1988	H	KC001	Acct Clerk	KC01/004	CAD	885.000000 B	01/01/200	60.000000	7.273	Pay Rt Chg
			Compensation Components:				NAHRLY	CAD	14.750000 H		1.000000	7.273	
DeptID K													

Effective Date	Action Reason	Employee Name	Employee ID	Hire Date	Yrs Svc	Emp Typ	Reg/ Tmp	Full/ Part	Job Code	Job Title	Salary Grade	Cur Cd	Comp Rate		Supervisor
Department KC006 Training & Administration SETID - SHARE															
01/10/2000		Rudniski,Karen	KC0036	01/10/2000	0.0	S	R	F	KC017	Train Spec	KC0/004	CA	1384.615385	B	Johnson,Carol L
									Compensation Components:		NAANNL	CA	3000.000000	M	
Department KG004 Sales and Marketing - Scotland SETID - GBR01															
03/06/2000		Campbell,Elaine	KG0006	03/06/2000	0.0	S	R	F	KG0006	MEX	KG0/06	GB	2125.000000	M	Jackson,Ritu
									Compensation Components:		KG0001	GB	2125.000000	M	
Department KI002 Personnel Department SETID - ITA01															
04/17/2000		Bassani,Maria Miss	KI0002	04/17/2000	0.0	S	R	F	KI001	CEO	/	IT	0.000000	M	
									Compensation Components:						
Department KU001 Human Resources SETID - SHARE															
02/04/2000		Reddy,Jared	KU0110	02/04/2000	0.0	H	R	F	KU120	DE Clerk	KU0/003	US	4000.533333	M	Santos,Antonio
									Compensation Components:		NAHRLY	US	23.080000	H	
01/13/2000		Fisher,Gabriel	KU0111	01/13/2000	0.0	H	R	F	KU099	HRIS Spec	KU0/005	US	500.000000	W	Reed,Nancy
									Compensation Components:		NAHRLY	US	12.500000	H	
Department KU002 Benefits SETID - SHARE															
04/11/2000		Masterson,Marie	KUTR05	04/11/2000	0.0	H	R	P	KU051	Admin Asst	KU0/004	US	17.000000	H	
									Compensation Components:		K0GRCH	US	17.000000	H	

By Age

Age	Current Population	% of Total	Terminated Population	% of Total	Termination Rate
Less than 21	1	0.5	0	0.0	0.0
21-25	12	5.7	0	0.0	0.0
26-30	25	11.8	0	0.0	0.0
31-35	36	17.1	0	0.0	0.0
36-40	37	17.5	0	0.0	0.0
41-45	48	22.7	1	100.0	2.1
46-50	30	14.2	0	0.0	0.0
51-55	12	5.7	0	0.0	0.0
56-60	1	0.5	0	0.0	0.0
61-65	5	2.4	0	0.0	0.0
Greater than 65	4	1.9	0	0.0	0.0

By Years of Service

Years of Service	Current Population	% of Total	Terminated Population	% of Total	Termination Rate
Less than 1	5	2.4	0	0.0	0.0
1	12	5.7	0	0.0	0.0
2	13	6.2	0	0.0	0.0
3- 5	34	16.1	1	100.0	2.9
6-10	63	29.9	0	0.0	0.0
11-15	55	26.1	0	0.0	0.0
Greater than 15	29	13.7	0	0.0	0.0

By Gender and Ethnic Group

Gen	Ethnic Group	Current Population	% of Total	Terminated Population	% of Total	Termination Rate
M	Caucasian	82	38.9	1	100.0	1.2
M	Black	11	5.2	0	0.0	0.0
M	Hispanic	10	4.7	0	0.0	0.0
M	Asian/Pac	9	4.3	0	0.0	0.0
M	Am. Indian	6	2.8	0	0.0	0.0
F	Caucasian	65	30.8	0	0.0	0.0
F	Black	9	4.3	0	0.0	0.0
F	Hispanic	5	2.4	0	0.0	0.0
F	Asian/Pac	11	5.2	0	0.0	0.0
F	Am. Indian	3	1.4	0	0.0	0.0

By Age

Age	Current Population	% of Total	Terminated Population	% of Total	Termination Rate
Less than 21	3	0.7	0	0.0	0.0
21-25	15	3.6	1	9.1	6.7
26-30	48	11.6	1	9.1	2.1
31-35	80	19.3	2	18.2	2.5
36-40	86	20.7	3	27.3	3.5
41-45	62	14.9	1	9.1	1.6
46-50	60	14.5	3	27.3	5.0
51-55	38	9.2	0	0.0	0.0
56-60	8	1.9	0	0.0	0.0
61-65	6	1.4	0	0.0	0.0
Greater than 65	9	2.2	0	0.0	0.0

By Years of Service

Years of Service	Current Population	% of Total	Terminated Population	% of Total	Termination Rate
Less than 1	1	0.2	2	18.2	200.0
1	34	8.1	4	36.4	11.8
2	23	5.5	1	9.1	4.3
3- 5	88	20.9	2	18.2	2.3
6-10	143	34.0	1	9.1	0.7
11-15	70	16.6	1	9.1	1.4
Greater than 15	62	14.7	0	0.0	0.0

By Sex and Ethnic Group

Sex	Ethnic Group	Current Population	% of Total	Terminated Population	% of Total	Termination Rate
M	Eur-UK	224	53.2	8	72.7	3.6
M	Eur-Other	1	0.2	0	0.0	0.0
M	African	1	0.2	0	0.0	0.0
M	Afro-Carib	0	0.0	0	0.0	0.0
M	Asian	0	0.0	0	0.0	0.0
M	Other	0	0.0	0	0.0	0.0
F	Eur-UK	192	45.6	3	27.3	1.6
F	Eur-Other	0	0.0	0	0.0	0.0
F	African	0	0.0	0	0.0	0.0
F	Afro-Carib	1	0.2	0	0.0	0.0
F	Asian	1	0.2	0	0.0	0.0
F	Other	1	0.2	0	0.0	0.0

Employee Name	Address	City	State	Postal	Country	Telephone
Aafjes,Jan	,Reigersweide 80	Weesp		1383KL	NLD	
Abd El Aoui,Ahmed	,Reigersweide 80,Bilderdijkkade 59 2	Amsterdam		1053KW	NLD	
Adams,Cynthia	812 Central Avenue	Great Falls	MT	59405	USA	
Adler,Vicky	762 Thames Street	Newport	RI	02841	USA	
Aliverdi,Reza	201-7421 Fullerton St	Syracuse	NY	132052011	USA	
Alvarez,Neil	521 Forest Avenue	Portland	ME	04123	USA	
Amme,Isabella Maria	73, Avenue Cygenes	Bordeaux	33	33000	FRA	
Andrews,Frank	1303 Waverly Drive	Oakland	CA	94607	USA	
Andrews,Fred	8251 Fairmount Drive	Calgary	AB	T2H0Y7	CAN	
Ansel-Hodges,Tamara	1438 Willow Grove Road	Bel Air	MD	20813	USA	301/244-3989
Aquilino,Beatrice	1438 Willow Grove Road		CA		USA	
Asano,Bunji	1438 Willow Grove Road				USA	
Asmuth,Bernice	882 Caesar Chavez B	Lawton	NY	54321	USA	
Baar,John	9112 Brabham Drive	Calgary	AB	T3K 1K5	CAN	
Bakker,Kees	9112 Brabham Drive,Rembrandtstraat 30	Reeuwijk		2811XC	NLD	
Baran,Charles	2696 Cedar Drive	Albany	NY	12207	USA	
Baranski,Jerome	844 Boyne City Rd.	Charlevoix	MI	49720	USA	
Barnes,David	78 Windmill Lane	Cardiff	S GLAM	F18GH	GBR	
Barrington,Elliott	9706 Peridot Drive	Reston	VA	20190	USA	
Bassani,Maria Miss	Via Luosi 19	Milan	MI	20133	ITA	
Bauer,Friedrich	Parcellistr. 5	Munich	BY	80315	DEU	
Beauchamp,Azilia	7588 Opal Street	Conner	NY	44434	USA	
Benigo,Rosa	2211 N. Maple Ave.	Rapid City	SD	57703	USA	
Benitez,Hector	8 Maple Ave	Chesapeake	VA	23321	USA	
Berg,Jeroen van de	8 Maple Ave,Prins Hendrikkade 128 II	Amsterdam		1011AP	NLD	
Berger,Maurice	5 rue de la Marche Neuve	Bordeaux	33	33000	FRA	
Bergsten,Darlene	5 rue de la Marche Neuve		CA		USA	
Bickham,Debroah	5 rue de la Marche Neuve		CA		USA	
Bir,Salish	495 NW 11th Street	Oklahoma City	OK	73105	USA	
Blum,Carolyn	712 St. Louis Ave	Silverstone	NY	24526	USA	
Bonicello,Nina	213 Mason Street	Berlin	NH	03570	USA	
Breit-Gossmann,Heiner	2. Platanenstr. 25	Sonsbeck	BY	47665	DEU	
Breton,Jean-Claude	56 rue des rois de Pologne	Paris	75	75008	FRA	
Brighton,Lawrence	345 Chelton Mews	New Brighton			NOR	
Brooke,Matabele	45 Ambleside Avenue	Reading	BERKS	RG43GT	GBR	
Brown,Jennifer L	5732 College Street	Halifax	NS	B3H1X3	CAN	
Brown,Jessica	7959 Shellmont Street	Burnaby	BC	V5A4S9	CAN	
Brusati,Clara	Via Dante 3	Milan	MI	20121	ITA	
Buckalew,Ginger	Via Dante 3		CA		USA	
Burkman,Seek	729 N. 10th Street	St. Louis	MO	63116	USA	
Calder,Alexis	8823 Lassen Circel	Centerville	NY	55489	USA	
Campbell,Barry Robert	4928 Wildwood Place	Toronto	ON	M8A1D3	CAN	
Campbell,Elaine	22 Hunter Square	Edinburgh	LOTH	EH11QW	GBR	
Carboneaux,Martin	12 rue du maine	Paris	75	75014	FRA	
Caria,Lee	8934 Jetter Court	Centerville	NY	54321	USA	
Carnes,Ursla R	1248 17th Ave ParkWay	Conner	NY	67890	USA	
Carr,Kitty C	432 Martin Luther Kin	Dormont	NY	44353	USA	
Carter,Wency	925 Dorset Street	Burlington	VT	05407	USA	

Employee Name/ Supervisor	Employee ID	Effective Date	Action	Action Reason	Empl Type	Reg/ Temp	Full/ Part	DeptID	Department	Job Code	Job Title	Salary Grade	Cur Cd	Comp Rate	
Peeters,Guido	KB0002		Current Status ---->		S	R	F	KB002	Sales BEL	KB0001	Sales Mgr	KB0/004	BEF	163466.6667	M
		04/01/2000	Pay Rt Chg	Merit									BEF	180800.0000	M
Vandaele,Steven	KB0004		Current Status ---->		S	R	F	KB002	Sales BEL	KB0004	Sales	KB0/003	BEF	135264.0000	M
		02/01/2000	Data Chg										BEF	70264.0000	M
Vandaele,Steven	KB0004		Current Status ---->												
Anton Driessen		02/01/2000	Addl Job		H	R	P	KN006	Sales NLD	KN0007	Sales	/	BEF	750.0000	H
Vandaele,Steven	KB0004		Current Status ---->		S	R	F	KB002	Sales BEL	KB0004	Sales	KB0/003	BEF	135264.0000	M
		02/01/2000	Data Chg										BEF	70264.0000	M
Vandaele,Steven	KB0004		Current Status ---->												
Anton Driessen		02/01/2000	Addl Job		H	R	P	KN006	Sales NLD	KN0007	Sales	/	BEF	750.0000	H
Campbell,Barry Robert	KC0015		Current Status ---->		S	R	F	KC006	Trng&Admin	KC017	Train Spec	KC0/004	CAD	1661.5385	B
		01/29/2000	Terminatn	Resignatio											
Rudniski,Karen	KC0036		Current Status ---->												
		01/10/2000	Hire		S	R	F	KC006	Trng&Admin	KC017	Train Spec	KC0/004	CAD	1384.6154	B
Berger,Maurice	KF0001		Current Status ---->		N	R	F	KF001	France HQ	KF0001	CEO	KF0/001	FRF	49610.0000	M
Maurice Berger		06/01/2000	Pay Rt Chg	Merit									FRF	52250.0000	M
Grioux,Ghislaine	KF0002		Current Status ---->		N	R	F	KF001	France HQ	KF0002	Ass Dir	KF0/003	FRF	11655.0000	M
Maurice Berger		07/22/2000	Retirement	Early Reti									FRF	0.0000	M
Giraud,Philippe	KF0011		Current Status ---->		N	R	F	KF002	Admin	KF0301	Administra	KF0/002	FRF	60280.0000	M
Maurice Berger		06/01/2000	Pay Rt Chg										FRF	64769.2000	M
Ledoux,Louis	KF0017		Current Status ---->		N	R	F	KF004	Oper Par	KF0006	Oper Mgr	KF0/002	FRF	21930.0000	M
Serge Granjean		05/13/2000	Pay Rt Chg	Seniority									FRF	22575.0000	M

EEO Category	Employee Total	Minority Total	MALE White	MALE Black	MALE Hisp	MALE Asian	MALE Indian	FEMALE White	FEMALE Black	FEMALE Hisp	FEMALE Asian	FEMALE Indian
Officials,Admin,Mgrs	9	3	4					2	3			
% of Row	100.00	33.33	44.44					22.22	33.33			
% of Column	90.00	75.00	100.00					100.00	100.00			
Principals												
% of Row												
% of Column												
Asst.Prin.-Teach												
% of Row												
% of Column												
Asst.Prin.-NonTeach												
% of Row												
% of Column												
Elemntry Clsrm Teach	1	1				1						
% of Row	100.00	100.00				100.00						
% of Column	10.00	25.00				100.00						
Secondry Clsrm Teach												
% of Row												
% of Column												
Other Clsrm Teach												
% of Row												
% of Column												
Guidance												
% of Row												
% of Column												
Psychological												
% of Row												
% of Column												
Librarian/Audiovsual												
% of Row												
% of Column												
Consultnts/Supervsrs												
% of Row												
% of Column												
Other Prof. Staff												
% of Row												
% of Column												

EEO Category	Employee Total	Minority Total	M A L E White	Black	Hisp	Asian	Indian	F E M A L E White	Black	Hisp	Asian	Indian
Teacher Aides												
% of Row												
% of Column												
Technicians												
% of Row												
% of Column												
Clerical/Secretarial												
% of Row												
% of Column												
Service Workers												
% of Row												
% of Column												
Craft Wrkers-Skilled												
% of Row												
% of Column												
Laborers-Unskilled												
% of Row												
% of Column												
TOTAL	10	4	4			1		2	3			
% of Row	100.00	40.00	40.00			10.00		20.00	30.00			
% of Column	100.00	100.00	100.00			100.00		100.00	100.00			

EEO Category	Employee Total	Minority Total	MALE White	MALE Black	MALE Hisp	MALE Asian	MALE Indian	FEMALE White	FEMALE Black	FEMALE Hisp	FEMALE Asian	FEMALE Indian
Officials,Admin,Mgrs	9	3	4					2	3			
% of Row	100.00	33.33	44.44					22.22	33.33			
% of Column	90.00	75.00	100.00					100.00	100.00			
Principals												
% of Row												
% of Column												
Asst.Prin.-Teach												
% of Row												
% of Column												
Asst.Prin.-NonTeach												
% of Row												
% of Column												
Elemntry Clsrm Teach	1	1				1						
% of Row	100.00	100.00				100.00						
% of Column	10.00	25.00				100.00						
Secondry Clsrm Teach												
% of Row												
% of Column												
Other Clsrm Teach												
% of Row												
% of Column												
Guidance												
% of Row												
% of Column												
Psychological												
% of Row												
% of Column												
Librarian/Audiovsual												
% of Row												
% of Column												
Consultnts/Supervsrs												
% of Row												
% of Column												
Other Prof. Staff												
% of Row												
% of Column												

EEO Category	Employee Total	Minority Total	M A L E White	M A L E Black	M A L E Hisp	M A L E Asian	M A L E Indian	F E M A L E White	F E M A L E Black	F E M A L E Hisp	F E M A L E Asian	F E M A L E Indian
Teacher Aides												
% of Row												
% of Column												
Technicians												
% of Row												
% of Column												
Clerical/Secretarial												
% of Row												
% of Column												
Service Workers												
% of Row												
% of Column												
Craft Wrkers-Skilled												
% of Row												
% of Column												
Laborers-Unskilled												
% of Row												
% of Column												
TOTAL	10	4	4			1		2	3			
% of Row	100.00	40.00	40.00			10.00		20.00	30.00			
% of Column	100.00	100.00	100.00			100.00		100.00	100.00			

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Report ID: PER023 — SALARY HISTORY — Page No. 1

Department: KB002 Sales & Services - Belgium — Run Date 08/30/2000

For the period 01/01/1999 through 01/01/2000 — Run Time 16:55:42

Bus. Unit	Employee Name	Employee ID	Effective Date	Action	Emp Typ	Reg Tmp	Full Part	Job Code	Job Title	Salary Grade	Cur Cd	Comp Rate		Change Amount	Change Percent	Supervisor
BEL01	Leclercq,Francois	KB0005	06/02/1999	Hire	S	R	F	KB0005	Consultant	KB0/003	BE	124083.3333	M	0.0000	0.00	
					Compensation Components:					KBBS03	BE	700.0000	H	0.0000	0.00	
										KBTV01	BE	2750.0000	M	0.0000	0.00	
	Peeters,Guido	KB0002	03/01/1999	Promotion	S	R	F	KB0001	Sales Mgr	KB0/004	BE	163466.6667	M	16133.3333	10.95	
					Compensation Components:					KBBS04	BE	925.0000	H	0.0000	0.00	
										KBFA03	BE	37600.0000	A	0.0000	0.00	
	Vandaele,Steven	KB0004	03/07/1999	Hire	S	R	F	KB0004	Sales	KB0/003	BE	135264.0000	M	0.0000	0.00	
					Compensation Components:					KBBS03	BE	750.0000	H	0.0000	0.00	
										KBTV01	BE	5264.0000	M	0.0000	0.00	
			03/07/1999	Hire	S	R	F	KB0004	Sales	KB0/003	BE	135264.0000	M	0.0000	0.00	
					Compensation Components:					KBBS03	BE	750.0000	H	0.0000	0.00	
										KBTV01	BE	5264.0000	M	0.0000	0.00	

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Report ID: PER024 — JOB GROUP ANALYSIS — Page No. 1

Run Date 08/30/2000

As Of Date: 01/01/1999 — Run Time 11:09:07

Company: GBI Job Group:

Job Title	Dept. ID	Salary Grade	Total Employees	Total Minorities	MALE Total	MALE White	MALE Black	MALE Hisp.	MALE Asian	MALE AmInd	FEMALE Total	FEMALE White	FEMALE Black	FEMALE Hisp.	FEMALE Asian	FEMALE AmInd
Accountant	KU005	KU0/004	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Data Entry Clerk	KU001	KU0/003	5	3	3	2	0	0	1	0	2	1	0	0	1	0
Director-Finance	KU005	KU0/009	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Director-IT	KU003	KU0/008	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Food Server	KU018	KU0/001	3	2	0	0	0	0	0	0	3	1	0	0	1	1
General Auditor	KU005	KU0/006	5	2	2	1	0	0	1	0	3	2	0	0	1	0
HRIS Specialist	KU001	KU0/005	1	1	0	0	0	0	0	0	1	0	0	1	0	0
Health & Safety Specialist	KU001	KU0/005	1	0	0	0	0	0	0	0	1	1	0	0	0	0
	KU031	KU0/005	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Manager-Compensation/Benefits	KU002	KU0/006	1	1	1	1	0	0	0	0	0	0	0	0	0	0
Manager-HR Systems	KU003	KU0/006	1	1	0	0	0	0	0	0	1	0	1	0	0	0
VP-Admin	KU021	KU0/008	1	1	0	0	0	0	0	0	1	0	1	0	0	0
		TOTAL	23	11	10	8	0	0	2	0	13	6	2	1	3	1
	% OF	TOTAL	100.00	47.83	43.48	34.78	0.00	0.00	8.70	0.00	56.52	26.09	8.70	4.35	13.04	4.35

As Of Date: 01/01/1999
Company : GBI

Job Group	Total Employees	Total Minorities	MALE Total	MALE White	MALE Black	MALE Hisp.	MALE Asian	MALE AmInd	FEMALE Total	FEMALE White	FEMALE Black	FEMALE Hisp.	FEMALE Asian	FEMALE AmInd
Total Group	23	11	10	8	0	0	2	0	13	6	2	1	3	1
% of Total	100.00	47.83	43.48	34.78	0.00	0.00	8.70	0.00	56.52	26.09	8.70	4.35	13.04	4.35
Total Group 01	9	3	4	4	0	0	0	0	5	2	3	0	0	0
% of Total	100.00	33.33	44.44	44.44	0.00	0.00	0.00	0.00	55.56	22.22	33.33	0.00	0.00	0.00
Total Group 02	3	2	1	0	1	0	0	0	2	1	1	0	0	0
% of Total	100.00	66.67	33.33	0.00	33.33	0.00	0.00	0.00	66.67	33.33	33.33	0.00	0.00	0.00
Total Group 03	1	0	1	1	0	0	0	0	0	0	0	0	0	0
% of Total	100.00	0.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Group 05	10	9	8	3	1	1	2	1	2	0	0	0	1	1
% of Total	100.00	90.00	80.00	30.00	10.00	10.00	20.00	10.00	20.00	0.00	0.00	0.00	10.00	10.00
GRAND TOTAL	46	25	24	16	2	1	4	1	22	9	6	1	4	2
% of Total	100.00	54.35	52.17	34.78	4.35	2.17	8.70	2.17	47.83	19.57	13.04	2.17	8.70	4.35

End of Report

Workforce Analysis

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Global Business Institute HQ
1400 Madison Ave
Los Angeles CA 94769
USA

As of: 01/01/1999

President (KU000)

Job Title	Job Group	Salary Grade	Total EEs	Total Min.	Gender Unknown	MALE Total	MALE White	MALE Black	MALE Hisp.	MALE Asian	MALE Nat. Am	MALE Unkn	FEMALE Total	FEMALE White	FEMALE Black	FEMALE Hisp.	FEMALE Asian	FEMALE Nat. Am	FEMALE Unkn

Human Resources (KU001)

Job Title	Job Group	Salary Grade	Total EEs	Total Min.	Gender Unknown	MALE Total	MALE White	MALE Black	MALE Hisp.	MALE Asian	MALE Nat. Am	MALE Unkn	FEMALE Total	FEMALE White	FEMALE Black	FEMALE Hisp.	FEMALE Asian	FEMALE Nat. Am	FEMALE Unkn
President & CEO	01	KU02/011	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Data Entry Clerk		KU01/003	5	3	0	3	1	0	0	1	0	0	2	1	0	0	1	0	0
HRIS Specialist		KU01/005	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0
Health & Safety Specialist		KU01/005	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0
Office Manager	01	KU01/005	1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0
Director-Human Resources	01	KU01/009	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0
Employment Coordinator	02	KU01/003	1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0
Administrative Assistant	05	KU01/004	5	4	0	5	1	1	1	0	0	0	0	0	0	0	0	0	0
		Total	**16**	**10**	**0**	**9**	**3**	**1**	**1**	**1**	**0**	**0**	**7**	**3**	**2**	**1**	**1**	**0**	**0**
		% of Total		**62.50**	**0.00**	**56.25**	**18.75**	**6.25**	**6.25**	**6.25**	**0.00**	**0.00**	**43.75**	**18.75**	**12.50**	**6.25**	**6.25**	**0.00**	**0.00**

Benefits (KU002)

Job Title	Job Group	Salary Grade	Total EEs	Total Min.	Gender Unknown	MALE Total	MALE White	MALE Black	MALE Hisp.	MALE Asian	MALE Nat. Am	MALE Unkn	FEMALE Total	FEMALE White	FEMALE Black	FEMALE Hisp.	FEMALE Asian	FEMALE Nat. Am	FEMALE Unkn

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Global Business Institute HQ
1400 Madison Ave
Los Angeles CA 94769
USA

As of: 01/01/1999

Information Systems (KU003)

Job Title	Job Group	Salary Grade	Total EEs	Total Min.	Gender Unknown	MALE							FEMALE						
						Total	White	Black	Hisp.	Asian	Nat. Am	Unkn	Total	White	Black	Hisp.	Asian	Nat. Am	Unkn
Manager-Compensation/Benefits		KU01/006	2	2	0	2	0	0	0	1	0	0	0	0	0	0	0	0	0
Manager-HR Systems		KU01/006	1	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0
Director-IT		KU01/008	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Office Manager	01	KU01/005	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0
		Total	**5**	**3**	**0**	**3**	**1**	**0**	**0**	**1**	**0**	**0**	**2**	**1**	**1**	**0**	**0**	**0**	**0**
		% of Total		**60.00**	**0.00**	**60.00**	**20.00**	**0.00**	**0.00**	**20.00**	**0.00**	**0.00**	**40.00**	**20.00**	**20.00**	**0.00**	**0.00**	**0.00**	**0.00**

Finance (KU005)

Job Title	Job Group	Salary Grade	Total EEs	Total Min.	Gender Unknown	MALE							FEMALE						
						Total	White	Black	Hisp.	Asian	Nat. Am	Unkn	Total	White	Black	Hisp.	Asian	Nat. Am	Unkn
Systems Analyst	03	KU01/004	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
General Auditor		KC01/006	4	2	0	2	1	0	0	1	0	0	2	1	0	0	1	0	0
Accountant		KU01/004	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
General Auditor		KU01/006	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0
Director-Finance		KU01/009	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0
Loan Officer	02	KU01/004	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0
Manager-Employee Relations	02	KU01/004	1	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
		Total	**10**	**3**	**0**	**5**	**3**	**1**	**0**	**1**	**0**	**0**	**5**	**4**	**0**	**0**	**1**	**0**	**0**
		% of Total		**30.00**	**0.00**	**50.00**	**30.00**	**10.00**	**0.00**	**10.00**	**0.00**	**0.00**	**50.00**	**40.00**	**0.00**	**0.00**	**10.00**	**0.00**	**0.00**

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Company : Business Institute - UK

Job Title	Job Group	Salary Grade	Total Employees	Total Minorities	MALE Total	MALE EU UK	MALE EU Other	MALE African Afro Carib	MALE Asian	MALE Other	FEMALE Total	FEMALE EU UK	FEMALE EU Other	FEMALE African Afro carib	FEMALE Asian	FEMALE Other
DKG001 Headquarters - Reading, UK																
Secretary		KG0/04	2	2	2	1	0	1	0	0	0	0	0	0	0	0
		TOTAL	2	2	2	1	0	1	0	0	0	0	0	0	0	0
		% OF TOTAL	100.00	100.00	100.00	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DKG002 Sales and Marketing - England																
Marketing Assistant		KG0/04	1	1	0	0	0	0	0	0	1	0	0	0	0	1
Marketing Manager		KG0/08	1	1	0	0	0	0	0	0	1	1	0	0	0	0
Managing Director		KG0/10	1	1	0	0	0	0	0	0	1	0	0	0	1	0
		TOTAL	3	3	0	0	0	0	0	0	3	1	0	0	1	1
		% OF TOTAL	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	33.33	0.00	0.00	33.33	33.33
DKG004 Sales and Marketing - Scotland																
Marketing Executive		KG0/06	1	1	0	0	0	0	0	0	1	0	0	1	0	0
		TOTAL	1	1	0	0	0	0	0	0	1	0	0	1	0	0
		% OF TOTAL	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	100.00	0.00	0.00
DKG005 Sales and Marketing - Wales																
Sales Assistant		KG0/04	1	1	1	1	0	0	0	0	0	0	0	0	0	0
Sales Manager		KG0/08	1	0	1	1	0	0	0	0	0	0	0	0	0	0
		TOTAL	2	1	2	2	0	0	0	0	0	0	0	0	0	0
		% OF TOTAL	100.00	50.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DKG006 Sales and Marketing - N. Ire																
Sales Representative		KG0/06	1	1	1	0	1	0	0	0	0	0	0	0	0	0
		TOTAL	1	1	1	0	1	0	0	0	0	0	0	0	0	0
		% OF TOTAL	100.00	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DKG008 Human Resources																
Human Resources Administrator		KG0/03	1	1	1	1	0	0	0	0	0	0	0	0	0	0
Senior Manager		KG0/08	1	0	1	1	0	0	0	0	0	0	0	0	0	0

Company : Business Institute - UK

Job Title	Job Group	Salary Grade	Total Employees	Total Minorities	MALE Total	MALE EU UK	MALE EU Other	MALE African	MALE Afro Carib	MALE Asian	MALE Other	FEMALE Total	FEMALE EU UK	FEMALE EU Other	FEMALE African	FEMALE Afro carib	FEMALE Asian	FEMALE Other
		TOTAL	2	1	2	2	0	0	0	0	0	0	0	0	0	0	0	0
		% OF TOTAL	100.00	50.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DKG010 Customer Services																		
Specialist		KG0/06	2	0	1	1	0	0	0	0	0	1	1	0	0	0	0	0
Senior Manager		KG0/08	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		TOTAL	3	0	2	2	0	0	0	0	0	1	1	0	0	0	0	0
		% OF TOTAL	100.00	0.00	66.67	66.67	0.00	0.00	0.00	0.00	0.00	33.33	33.33	0.00	0.00	0.00	0.00	0.00
		FINAL TOTAL	14	9	9	7	1	1	0	0	0	5	2	0	0	1	1	1
		% OF TOTAL	100.00	64.29	64.29	50.00	7.14	7.14	0.00	0.00	0.00	35.71	14.29	0.00	0.00	7.14	7.14	7.14

End of Report

Group ID KU002 KU002
From 01/01/2000
Thru Date 01/01/2001

ID		Review Date	Revw Type	Total Amt	Total Pct	Points	Total SalP
K0G002	Nichta,Issac	08/30/2000	S	100.000000		3	
K0G004	Aquilino,Beatrice	08/30/2000	S	200.000000		13	
K0G006	Puddephatt,Leo	08/30/2000	S	100.000000		10	
K0G009	Hunsberger,Carlton	08/30/2000	S				
K0G010	Bickham,Debroah	08/30/2000	S	100.000000		3	
KU0031	Tipman,Scott	08/30/2000	S	100.000000		3	
KU0058	Votava,Teresa	08/30/2000	S	100.000000		3	
KU0104	Dewberry,Kitty	08/30/2000	S	100.000000		3	
KU0114	Dell,Emmylou K	08/30/2000	S	200.000000		16	

Total Review Result Distribution

Amount	Percent	Salary points	Desired Dist	Distribution	Variance ?
100.000			80.00	67	-13
200.000			20.00	22	2

End of Report

Operator	Change Date & Time	Action	Field Name	Old Value	New Value	Key(s)
Record Name: JOB						
PS	09/04/2000 13:59:47	Add	COMPRATE		21733.333333	
PS	09/04/2000 14:01:11	Add	COMPRATE		23400	
PS	09/04/2000 14:01:57	Add	COMPRATE		16250	

Job Grp	Job Title (current)	Employee Name	Ethnic Group	Sex	Job Entry Date	Salary Grade	Cur Cd	Hourly Rate	Monthly Rate	Dept. Name	Hire Date	Job Title (at hire)
	Accountant	Holsinger,Derek	White	M	01/09/1986	KU0/	US	12.500000	2166.667	Finance	01/09/1986	Accountant
	Benefits Specialist	Chae,Kevin	Asian	M	05/28/1999	KU0/	US	11.000000	476.667	HR	05/28/1999	Ben Spec
	Benefits Specialist	McKinley,Larry J	White	M	09/01/1999	KU0/	US	29.423077	5100.000	HR	09/01/1999	Ben Spec
	Data Entry Clerk	Chae,Kevin	Asian	M	05/28/1999	KU0/	US	5.000000	216.667	HR	05/28/1999	DE Clerk
	Data Entry Clerk	Li,Rochelle	Asian	F	12/15/1996	KU0/	US	12.500000	2166.667	HR	12/15/1996	DE Clerk
	Data Entry Clerk	Lowe,Stanley		M	03/07/1988	KU0/	US	12.500000	2166.667	HR	03/07/1988	DE Clerk
	Data Entry Clerk	Pak,John	Asian	M	08/26/1983	KU0/	US	12.500000	2166.667	HR	08/26/1983	DE Clerk
	Data Entry Clerk	Reddy,Jared	White	M	02/04/2000	KU0/	US	23.080000	4000.533	HR	02/04/2000	DE Clerk
	Data Entry Clerk	Sharpe,Kenneth	White	M	10/06/1986	KU0/	US	10.000000	866.667	HR	10/06/1986	DE Clerk
	Data Entry Clerk	Turbic,Stephanie	White	F	06/02/1992	KU0/	US	15.250000	2643.333	HR	06/02/1992	DE Clerk
	Director-Finance	Locherty,Betty	White	F	04/07/1989	KU0/	US	72.115385	12500.000	Finance	04/07/1989	Dir-Finan
	Director-IT	Roth,Calvin	White	M	07/18/1983	KU0/	US	63.461538	11000.000	IS	07/18/1983	Dir-IT
	Food Server	Gee,May	Asian	F	07/28/1983	KU0/	US	5.000000	866.667	Restaurant	07/28/1983	Food Servr
	Food Server	Mueller,Pauline	Am. Indian	F	12/27/1983	KU0/	US	2.130000	369.200	Restaurant	12/27/1983	Food Servr
	Food Server	Siebor,Stacey	White	F	06/16/1993	KU0/	US	10.000000	1733.333	Restaurant	06/16/1993	Food Servr
	General Auditor	Dyer,Julie	White	F	05/10/1987	KC0/	US	23.080000	4000.533	Finance	05/10/1987	Gn Auditor
	General Auditor	Kim,Justine	Asian	F	01/29/1991	KC0/	US	6.250000	1083.333	Finance	01/29/1991	Gn Auditor
	General Auditor	McKay,Angela	White	M	12/12/1991	KC0/	US	23.080000	4000.533	Finance	12/12/1991	Gn Auditor
	General Auditor	Osborn,Courtney	White	F	02/17/1998	KU0/	US	12.500000	2166.667	Finance	02/17/1998	Gn Auditor
	General Auditor	Seto,Patrick	Asian	M	01/02/1980	KC0/	US	12.500000	2166.667	Finance	01/02/1980	Gn Auditor
	HRIS Specialist	Fisher,Gabriel	White	M	01/13/2000	KU0/	US	12.500000	2166.667	HR	01/13/2000	HRIS Spec
	HRIS Specialist	Jacobson,Cassandra	White	F	04/01/1999	/	US	32.692308	5666.667	HR	04/01/1999	HRIS Spec
	Health & Safety Specialist	Fraas,William	White	M	03/15/1990	KU0/	US	38.461538	6666.667	Fire Dept	03/15/1990	H&S Spec
	Health & Safety Specialist	Kelly,Michelle	White	F	12/15/1992	KU0/	US	12.500000	2166.667	HR	12/15/1992	H&S Spec
	Health & Safety Specialist	Wicker,Frank	White	M	03/05/1990	KU0/	US	38.461538	6666.667	Fire Dept	03/05/1990	H&S Spec
	Manager-Compensation/Benefits	Gardner,John		M	05/14/1988	KU0/	US	33.461538	5800.000	Benefits	05/14/1988	Mgr-Cmp/Bn
	Manager-HR Systems	Reed,Nancy	Black	F	09/25/1995	KU0/	US	23.080000	4000.533	IS	09/25/1995	Mgr-HRIS
	VP-Admin	Parsons,Jean	Black	F	03/12/1988	KU0/	US	87.692308	15200.000	HQ	03/12/1988	VP-Admin
01	Director-Human Resources	Aliverdi,Reza	White	F	03/22/1985	KU0/	US	59.500000	10313.333	HR	03/22/1985	Dir-HR
01	Office Manager	Di Benedetto,Rhonda	Black	F	10/11/1990	KU0/	US	22.000000	1906.667	Admin	10/11/1990	Offc Mgr
01	Office Manager	Jacobs,Carol	White	F	12/01/1996	KU0/	US	23.653846	4100.000	IS	12/01/1996	Offc Mgr
01	Office Manager	Rhett,Diandra	Black	F	10/21/1990	KU0/	US	22.000000	1906.667	Admin	10/21/1990	Offc Mgr
01	Office Manager	Rhett,Diandra	Black	F	03/12/1993	KU0/	US	26.000000	2253.333	HR	03/12/1993	Offc Mgr
01	President & CEO	Lewis,Douglas	White	M	01/01/1980	KU0/	US	125.000000	21666.667	Pres.	01/01/1980	President
01	VP-International Operations	Passantino,Alex	White	M	02/10/1991	KU0/	US	87.596154	15183.333	HQ	02/10/1991	VP-Intnl
01	VP-Operations	Baran,Charles	White	M	01/15/1982	KU0/	US	88.942308	15416.667	HQ	01/15/1982	VP-Oper.
01	VP-Sales & Services	Grafton,Ken	White	M	04/02/1980	KU0/	US	87.355769	15141.667	HQ	04/02/1980	VP-Sls/Svc
02	Employment Coordinator	Di Benedetto,Rhonda	Black	F	03/12/1993	KU0/	US	26.000000	2253.333	HR	03/12/1993	Empl Coord
02	Loan Officer	Adams,Cynthia	White	F	06/05/1998	KU0/	US	23.079981	4000.530	Finance	06/05/1998	Loan Off
02	Manager-Employee Relations	McKinley,Larry J	White	M	08/15/1999	KU0/	US	41.538462	3600.000	Finance	08/15/1999	Mgr-ER
02	Manager-Employee Relations	Wynne,Elbert	Black	M	09/09/1988	KU0/	US	28.850000	5000.667	Finance	09/09/1988	Mgr-ER
03	Systems Analyst	Gasse,Alain	White	M	07/27/1995	KU0/	US	23.080000	4000.533	IS	07/27/1995	Sys Anlyst
05	Administrative Assistant	Enriquez,Jorge		M	08/07/1986	KU0/	US	23.080000	4000.533	HR	08/07/1986	Admin Asst
05	Administrative Assistant	Jacobson,Cassandra	White	F	10/01/1999	/	US	73.076923	3166.667	HR	10/01/1999	Admin Asst
05	Administrative Assistant	Johnson,Danny		M	06/21/1986	KU0/	US	6.250000	541.667	HR	06/21/1986	Admin Asst
05	Administrative Assistant	Kessler,Marc	White	M	03/09/1991	KU0/	US	12.500000	2166.667	HR	03/09/1991	Admin Asst

Job Grp	Job Title (current)	Employee Name	Ethnic Group	Sex	Job Entry Date	Salary Grade	Cur Cd	Hourly Rate	Monthly Rate	Dept. Name	Hire Date	Job Title (at hire)
05	Administrative Assistant	Masterson,Marie	White	F	04/11/2000	KU0/	US	17.000000	1178.667	Benefits	04/11/2000	Admin Asst
05	Administrative Assistant	Reese,Daryl	Black	M	07/05/1986	KU0/	US	12.500000	2166.667	HR	07/05/1986	Admin Asst
05	Administrative Assistant	Santos,Antonio	Hispanic	M	09/12/1997	KU0/	US	8.900000	1542.667	HR	09/12/1997	Admin Asst
05	Clerk III	Thomas,Victoria	Am. Indian	F	06/29/1990	KU0/	US	21.500000	3726.667	Purchasing	06/29/1990	Clerk III
05	Clerk III	Vian,Thomas	Am. Indian	M	06/09/1990	KU0/	US	21.500000	3726.667	Purchasing	06/09/1990	Clerk III
05	Manager-Compensation/Benefits	McKinley,Larry J	White	M	08/01/1999	KU0/	US	38.076923	6600.000	HR	08/01/1999	Mgr-Cmp/Bn
05	Manager-Compensation/Benefits	Tomita,Jason	Asian	M	06/16/1994	KU0/	US	23.080000	4000.533	HR	06/16/1994	Mgr-Cmp/Bn
05	Payroll Clerk	Chae,Kevin	Asian	M	05/28/1999	KU0/	US	12.000000	520.000	Finance	05/28/1999	
05	Sr Payroll Clerk	Chu,Adland	Asian	M	05/12/1990	KU0/	US	6.250000	1083.333	Finance	05/12/1990	Sr PR Clrk
05	Sr Payroll Clerk	Stevenson,Christelle	Asian	F	09/25/1982	KU0/	US	12.500000	2166.667	Finance	09/25/1982	PR Clerk

End of Report

As Of Date: 08/31/2000
Company : Business Institute - UK

Job Grp	Job Title (current)	Employee Name	Ethnic Group	Sex	Job Entry Date	Salary Grade	Cur Cd	Hourly Rate	Monthly Rate	Dept.	Name	Hire Date	Job Title (at hire)
	Human Resources Administrator	de la Camara,Robin	White	M	02/01/1999	KG0/03	GBP	6.67692	723.333000	KG008	HR	12/15/19	SLASST
	Human Resources Administrator	de la Camara,Robin	White	M	02/01/1999	KG0/03	GBP	6.67692	723.333000	KG008	HR	12/15/19	SLASST
	Managing Director	Tendulkar,Indira	White	F	03/13/1999	KG0/10	GBP	28.84615	5000.000000	KG002	SMENG	02/04/19	MM
	Marketing Assistant	Jones,Ramina	White	F	11/28/1998	KG0/04	GBP	8.17307	1416.667000	KG002	SMENG	11/28/19	MKTASST
	Marketing Executive	Campbell,Elaine	White	F	03/06/2000	KG0/06	GBP	12.25961	2125.000000	KG004	SMSCO	03/06/20	MEX
	Marketing Manager	Jackson,Ritu	White	F	03/13/1999	KG0/08	GBP	16.58653	2875.000000	KG002	SMENG	03/13/19	MM
	Sales Assistant	Yu,Wai	White	M	08/12/1996	KG0/04	GBP	8.55769	1483.333000	KG005	SMWAL	08/12/19	SLASST
	Sales Manager	Hopkins,Dewi	White	M	01/11/1990	KG0/08	GBP	17.88459	3099.996000	KG005	SMWAL	01/11/19	SM
	Sales Representative	O'Flaherty,Seamus Patrick	White	M	10/01/1999	KG0/06	GBP	15.33649	2658.326000	KG006	SMNIR	10/01/19	SREP
	Secretary	Brooke,Matabele	White	M	09/24/1997	KG0/04	GBP	9.08653	1575.000000	KG001	HQRDG	09/24/19	SEC
	Secretary	de la Camara,Robin	White	M	02/01/1999	KG0/04	GBP	8.52562	554.165000	KG001	HQRDG	02/01/19	SEC
	Secretary	de la Camara,Robin	White	M	02/01/1999	KG0/04	GBP	8.52562	554.165000	KG001	HQRDG	02/01/19	SEC
	Senior Manager	Hoxley,Tobi	White	M	03/02/1991	KG0/08	GBP	17.88461	3100.000000	KG008	HR	03/02/19	Sr Manager
	Senior Manager	Scheidegger,Sammy	White	M	08/22/1997	KG0/08	GBP	10.38461	1800.000000	KG010	Cust	08/22/19	Sr Manager
	Specialist	Barnes,David	White	M	03/02/1998	KG0/06	GBP	12.11538	2100.000000	KG010	Cust	03/02/19	Specialist
	Specialist	Roberts,Anna	White	F	01/01/1998	KG0/06	GBP	12.69230	2200.000000	KG010	Cust	01/01/19	Specialist

End of Report

Employee	Dep ID	Name	Country	**Passport Number**	Issue Dt	Expiration Dt

Employee	Dep ID	Name	Country	Visa/Permit Number	Type	Issue Dt	Expiration Dt
KU0016		Strunsky,Joanna	CAN		EA	08/31/1999	09/15/2000

End of Report

Citizenship status not Native/Naturalized and has no local visa

Employee ID	Employee Name
KC0031	Saint-Amand,Marcel

Citizenship status is Native/Naturalized and has local visa

Employee ID	Employee Name
KU0011	Seto,Patrick

Country of citizenship is local and has local visa

Employee ID	Employee Name
KU0011	Seto,Patrick

Country of citizenship is local and citizenship status is not Native/Naturalized

Employee ID	Employee Name
KC0031	Saint-Amand,Marcel
KG0005	O'Flaherty,Seamus Patrick
KU0111	Fisher,Gabriel

Country of citizenship is not local and has no local visa

Employee ID	Employee Name
KB0001	Ceulemans,Jan
KB0002	Peeters,Guido
KB0003	Overbeeke,Sabine
KB0004	Vandaele,Steven
KB0005	Leclercq,Francois
KBN001	Luts,Nathalie
KC0001	Griffiths,Martina Rae
KC0002	Dunbar,Kirby
KC0003	Rogers,Cynthia A
KC0004	Reid,Charles M
KC0005	Moore,Catherine J
KC0006	Jubinville,Pierre
KC0007	Trudeau,Susan
KC0008	Wilson,Kenneth John
KC0009	Mills,Stephanie A
KC0010	Howe,Anthony R
KC0011	Lau,Patrick
KC0012	Quency,Nancy J
KC0013	Tucker,Margaret
KC0014	Henderson,David M
KC0015	Campbell,Barry Robert
KC0016	Vaillancourt,Paulette
KC0017	Brown,Jessica
KC0018	Johnson,Helen
KC0019	Desmarais,Jean-Pierre
KC0020	Hawkins,Allan M
KC0021	Davies,Craig R
KC0022	Sinclair,Betty Anne
KC0023	Duvall,David
KC0024	Maissoneuve,Louise
KC0025	Brown,Jennifer L
KC0026	Johnson,Carol L
KC0026	Johnson,Carol L
KC0027	Andrews,Fred
KC0028	Jacobs,Lisa Leigh
KC0029	Valade,Claudia A
KC0030	Millier,Joseph G
KC0031	Saint-Amand,Marcel
KC0032	Smith,Conrad T
KC0033	Chan,Diana E
KC0034	Walters,Julie Ann
KC0035	Turner,Gina
KC0036	Rudniski,Karen
KCI001	Wickham,Fred
KCI002	Baar,John
KCI003	D'amato,Michelle
KCI004	Peabody,Larry
KCI005	Yoakum,Marshall
KCI006	Konig,Calvin
KCI007	Diacon,Rebecca
KCI008	Taben,Valerie
KCI009	Vaca,Dennis
KCI010	Hu,Jason
KCN001	Evan,Tanner
KD0001	Breit-Gossmann,Heiner
KD0002	Amme,Isabella Maria
KD0003	Grün,Alex
KD0004	Bauer,Friedrich
KD0005	Eli-Ben-Amar-Dea,Marcus
KE0001	Rodriguez Salgado,Antonio
KE0002	Gonzalez Izquierdo,Maria
KE0003	De la Torre Martinez,Javier
KE0004	De la Cruz Maroto,Angela
KF0001	Berger,Maurice
KF0002	Grioux,Ghislaine
KF0003	Granjean,Serge
KF0004	Singleton,Mary-Ann
KF0005	Halcyon,D'orothea
KF0006	Jarek,Nicole
KF0007	Desmarets,Jean
KF0008	Florentin,Lucien
KF0009	Breton,Jean-Claude
KF0010	Dante,Beatrice
KF0011	Giraud,Philippe

Country of citizenship is not local and has no local visa

Employee ID	Employee Name
KF0012	Grand,Stephane
KF0013	Martin,Josianne
KF0014	Day Jr.,Beauchamp
KF0015	Levasseur,Jean-Pierre
KF0016	Favreau,Mireille
KF0017	Ledoux,Louis
KF0018	Chabot,Yves
KF0019	Louzaouen,Michel
KF0020	Carboneaux,Martin
KF0021	Dupond,Alain
KF0022	Durand,Pierre
KF0023	Sawadogo,Paul
KF0024	Dumont,Louis
KF0025	Gautier,Florence
KG0001	Tendulkar,Indira
KG0003	Jackson,Ritu
KG0004	Brooke,Matabele
KG0005	O'Flaherty,Seamus Patrick
KG0006	Campbell,Elaine
KG0007	Yu,Wai
KG0008	Jones,Ramina
KG0009	de la Camara,Robin
KG0010	Hoxley,Tobi
KG0011	Scheidegger,Sammy
KG0012	Barnes,David
KG0013	Quick,James Adam
KG0014	Roberts,Anna
KGN001	Vaxhauler,Moira
KI0001	Brusati,Clara
KI0002	Bassani,Maria Miss
KJ1001	Asano,Bunji
KJ1002	Chiba,Daisuke
KN0001	Berg,Jeroen van de
KN0002	Schipper,Annemiek
KN0004	Aafjes,Jan
KN0005	Willemse-Buiten,Margreet
KN0006	Abd El Aoui,Ahmed
KN0007	Driessen,Anton
KN0008	Ölçer,Yeni
KN0009	Verhagen,Cor
KN0010	Diepen,Maarten van
KNN001	Huisman,Suzan
KW0001	van Wezel,Mercedes Miss
KW0002	van de Meer,Rudolf Mr.
KW0003	Goldman,Wilfred Daan Ph.D.
KW0004	Rast,Natascha Jacqueline Ph.D.

Citizenship status is Native/Naturalized and country of citizenship is not local

Employee ID	Employee Name
KGN001	Vaxhauler,Moira

INTERNAL RESUME
Generated 08/30/2000

Antonio Santos
4689 Z Street
Sacramento CA 94246
USA

Birth Date: 08/09/1972
Original Hire Date: 09/12/1997
National Id: 578-29-0482

JOB HISTORY

07/01/1998	PRESENT	Administrative Assistant - Administrative Assistant Human Resources Salary Grade: 004
09/12/1997	07/01/1998	Administrative Assistant - Administrative Assistant Human Resources Salary Grade: 003

EDUCATION

BBA , Berkeley, University of CA, USA

SALARY HISTORY

07/01/1998	$18,512.000000	7.879%	Pay Rate Change Salary Plan/Grade/Step:	- KU01/004/0
09/12/1997	$17,160.000000	0.000%	Hire Salary Plan/Grade/Step:	- KU01/003/0

TRAINING

11/18/1999	Effective Interviewing - Course Grade: Pass
06/17/1999	PeopleSoft HRMS - Course Grade: Pass
05/25/1999	Project Management - Course Grade: Pass

COMPETENCIES

Ability to prioritize tasks	Proficiency:Good	Competency Acquired:1999 Last Used:1999
Organize people and goal tasks	Proficiency:Good	Competency Acquired:1999 Last Used:1999
Resource Planning	Proficiency:Good	Competency Acquired:1999 Last Used:1999
Customer Service Orientation	Proficiency:Fair	Competency Acquired:1999 Last Used:1999
Typing	Proficiency:Fair	Competency Acquired:1999 Last Used:1999
Data Entry Procedures	Proficiency:Very Good	Competency Acquired:1999 Last Used:1999
Computer Literacy	Proficiency:Little	Competency Acquired:1999 Last Used:1999
Administration	Proficiency:Good	Competency Acquired:1999 Last Used:1999

LANGUAGES

English	PROFICIENCY: Read -High Write -High Speak -High English is employee's native language

INTERNAL RESUME
Generated 08/30/2000

Antonio Santos
4689 Z Street
Sacramento CA 94246
USA

Birth Date: 08/09/1972
Original Hire Date: 09/12/1997
National Id: 578-29-0482

Portuguese	PROFICIENCY:	Read -Moderate	Write -Moderate	Speak -Moderate
Spanish	PROFICIENCY:	Read -Low	Write -Low	Speak -Moderate

HONORS AND AWARDS

01/01/1981	Outstanding Contributor Award	Grantor:James Debrough
01/01/1980	Distinguished Lectureship Awrd	Grantor:Bill Williams

End of Report

EMPLOYER FEDERAL EIN NAME S CITY STATE P NATIONAL ID

Global Business Institute
500 George Washington Pkway
New York, NY 07666 994123456

Jones,Susan	Box 200090 Route 99 Highway 215	Castroville	CA	93333	299001061
Nichta,Issac			CA		299001062
Bergsten,Darlene			CA		299001064
Aquilino,Beatrice			CA		299001065
Buckalew,Ginger			CA		299001066
Puddephatt,Leo			CA		299001067
Drake,Marilyn			CA		299001068
Justin,Clare			CA		299001069
Hunsberger,Carlton			CA		299001070
Bickham,Debroah			CA		299001071
Turbic,Stephanie	1578 Austin Street	San Jose	CA	95112	489603724
Santos,Antonio	4689 Z Street	Sacramento	CA	94246	578290482
Religioso,Steve	3211 S. Holly Avenue	Sioux Falls	SD	57195	438484836
Chu,Adland	726 E. Iona Road	Idaho Falls	ID	83406	473481835
Kim,Justine	3421 Plank Road	Baton Rouge	LA	70822	431488351
Passantino,Alex	334 Main Street	Rutland	VT	05702	112484813
Kessler,Marc	5308 Woodward Ave	Detroit	MI	48202	211314891
McKay,Angela	228 Warren Road South	Trenton	NJ	08625	012885553
Kelly,Michelle	421 South Bay Rd.	Dover	DE	19905	183188351
Palisco,Tina	425 E. Adams Street	Springfield	IL	62708	135788413
Mosley,Wayne	1001 N. Cass Street	Milwaukee	WI	53216	158843586
Visaya,Erik	965 Grafton Street	Worcester	MA	01614	682481861
Siebor,Stacey	1011 Howard Street	Omaha	NE	68101	468681831
Martignoni,David	2211 Crossroads	Waterloo	IA	50706	158869981
Lee,Mei	590 N. Main Street	Wichita	KS	67218	681181831
Mirzoyan,Annie	5179 Falls Drive	Fort Wayne	IN	46825	581185593
Tomita,Jason	3641 13th Avenue S.	Fargo	ND	58104	585684813
Parker,Russell	721 Conti Street	New Orleans	LA	70128	668121210
Sakata,Megumi	251 E. River Street	Savannah	GA	31414	337583611
Gasse,Alain	1445 Stoneridge Dr	Pleasanton	CA	94588	245215836
Saxon,Mable	107 Beacon Street	Boston	MA	02112	218168921
Matheson,Karena	781 N. Clark Street	Chicago	IL	60619	433292178
Reed,Nancy	629 Canyon Road	Santa Fe	NM	87594	103181836
Carter,Wency	925 Dorset Street	Burlington	VT	05407	515155512
Burkman,Seek	729 N. 10th Street	St. Louis	MO	63116	223181846
Lopez,Wilma	3985 S 575 W	Syracuse	UT	84075	445684813
Thorp,Anson	264 Mifflin Street	Madison	WI	53713	551124925
Cerruit,Sandy	235 Gaspee Street	Providence	RI	02907	251481831
Ryzhikov,Jeff	6921 Asher Avenue	Little Rock	AR	72295	340180051
Gutierrez,Rick	1299 Pine Street	Philadelphia	PA	19119	021004830
Bonicello,Nina	213 Mason Street	Berlin	NH	03570	184763231
Schwartz,Heidi	452 Lombardy Street	Richmond	VA	23234	119771833
Li,Rochelle	1761 9th Street NW	Washington	DC	20001	565181830

EMPLOYER	FEDERAL EIN	NAME	S	CITY	STATE	P	NATIONAL ID
		Patel,Samish		7812 Cedar Avenue	Cleveland	OH	44108 001484803
		Kwan,Wendy		1727 W. Division Stre	Springfield	MO	65807 018191776
		Simons,Evelyn		823 E. Broadway	Louisville	KY	40217 613484831
		Sierra,Hubert		2755 Pacific Avenue S	Olympia	WA	98512 681351588
		Ellis,Tommy		2411 32nd Avenue S	Grand Forks	ND	58206 324181831
		Osborn,Courtney		1665 W. State Street	Boise	ID	83714 315766943
		Adams,Cynthia		812 Central Avenue	Great Falls	MT	59405 662181831
		Donahue,Edmund		2321 N. High Street	Columbus	OH	43211 681183184
		Davidson,Colin		107 Skull Creek Drive	Hilton Head I	SC	29938 621190832
		Dewberry,Kitty		462 W. 1st Street	Duluth	MN	55811 431184413
		Adler,Vicky		762 Thames Street	Newport	RI	02841 298882121
		Chae,Kevin		628 Locust Street	Des Moines	IA	50309 261181803
		Doyle,Emma		456 Peachtree Street	Atlanta	GA	30301 621180831
		Hayden,Joyce		1778 Fair Way	Carson City	NV	89721 176747232
		Chin,Jackson		791 N. Military Highw	Norfolk	VA	23517 291634568
		Reddy,Jared		720 S. 4th Street	Las Vegas	NV	89116 338181683
		Fisher,Gabriel		345 Fairbanks Way	Anchorage	AK	22356 233224475
		McKinley,Larry J		1229 Glenwood Rd	Livermore	CA	94550 513866098
		McKinley,Larry J		1229 Glenwood Rd	Livermore	CA	94550 513866098
		McKinley,Larry J		1229 Glenwood Rd	Livermore	CA	94550 513866098
		Jacobson,Cassandra		101 Little Rd	Springboro	OH	45066 238120982
		Jacobson,Cassandra		101 Little Rd	Springboro	OH	45066 238120982
		Jacobson,Cassandra		101 Little Rd	Springboro	OH	45066 238120982
		Jacobson,Cassandra		101 Little Rd	Springboro	OH	45066 238120982
		Dell,Emmylou K		50 Sweet Jog Trail	Bellbrook	OH	45305 513442138
		Dell,Emmylou K		50 Sweet Jog Trail	Bellbrook	OH	45305 513442138
		Mapin,George N		4816 Diaspo Blvd	San Ramon	CA	94678 556754398
		Stankowski,Martha		11308 Wildflower Lane	Grass Valley	CA	97077 502020231
		Snow,Lucius		4447 Riverforn Drive	Chicago	IL	60015 336769002
		Hoinck,Susan		2301 Lumber Pointe Dr	Dayton	OH	45459 341408672
		Wicker,Frank		31 Jefferson St.	Napa	CA	94558 550555000
		Baranski,Jerome		844 Boyne City Rd.	Charlevoix	MI	49720 551555111
		Dacio,Margaret		1074 Copperfield Ln.	Schaumberg	IL	60193 552555222
		Peevy,Lance		575 County Road 608	Cedar Bluff	AL	35959 553335333
		Yoder,Michael		390 Morning Blossom L	Oviedo	FL	32765 554555444
		Koberg,Charles		874 Westheimer Rd.	Houston	TX	77063 555555555
		Koberg,Charles		874 Westheimer Rd.	Houston	TX	77063 555555555
		Di Benedetto,Rhonda		8 Hudson Veiw Dr.	Beacon	NY	12508 556555666
		Di Benedetto,Rhonda		8 Hudson Veiw Dr.	Beacon	NY	12508 556555666
		Thomas,Victoria		519 N Hopkins St.	Milwaukee	WI	53209 557555777
		Vandernoot,Dirk		14 W Ajo Way	Tuscon	AZ	85713 558555888
		Hubball,John		67 Fairmont	Meriden	CT	06451 559555990
		Fraas,William		310 Dontell St.	Kernville	CA	93223 550555001
		Jecewski,Barry		844 Fitzgerald St.	Livonia	MI	48152 551555112
		Maaks,Danielle		74 Sartory Ln.	Carbondale	IL	62901 552555223
		Lacasse,Peter		75 Government St.	Mobile	AL	36604 553335334
		Miano,Yolanda		39 NW 19th St.	Fort Lauderda	FL	33313 554555445
		Chandler,Kody		84 Westland Ave.	Robeston	TX	78380 555555556

EMPLOYER	FEDERAL EIN	NAME	S	CITY	STATE	P	NATIONAL ID
		Chandler,Kody		84 Westland Ave.	Robeston	TX	78380 555555556
		Rhett,Diandra		83 Horton Ave.	New Rochelle	NY	10801 556555667
		Rhett,Diandra		83 Horton Ave.	New Rochelle	NY	10801 556555667
		Vian,Thomas		51 Garland Ave.	Sparta	WI	54656 557555778
		Diaz,Valente		14 Fresno St.	Chandler	AZ	85225 558555889
		Johnson,Hugh		67 Fairmont Ave.	New Caanan	CT	06840 559555990
		Jacobs,Carol		125 Milburn St.	Orinda	CA	94563 485196885
		Jeffries,Anne		2190 Vista Pointe	Lafayette	CA	94549 582445332
		Masterson,Marie		900 Cyprus Way	Walnut Creek	CA	94596 454787649

End of Report

	Full Time			Part Time			- Total -
	Male	Female	Total	Male	Female	Total	
Headquarters - Belgium							
KB0002	0	1	1	0	0	0	1
KB0003	1	0	1	0	0	0	1
Sub Total	1	1	2	0	0	0	2
Sales & Services - Belgium							
KB0001	1	0	1	0	0	0	1
KB0004	1	0	1	0	1	1	2
KB0005	1	0	1	0	0	0	1
Sub Total	3	0	3	0	1	1	4
Human Resources							
KC003	1	3	4	0	0	0	4
KC010	1	0	1	0	1	1	2
KC012	0	4	4	0	0	0	4
KC018	1	0	1	0	0	0	1
Sub Total	3	7	10	0	1	1	11
Benefits							
KC013	0	1	1	2	1	3	4
Sub Total	0	1	1	2	1	3	4
Information Services							
KC014	1	0	1	1	1	2	3
Sub Total	1	0	1	1	1	2	3
Finance							
KC001	1	2	3	1	2	3	6
KC007	3	0	3	2	1	3	6
KC008	2	1	3	0	0	0	3
KC011	0	0	0	1	0	1	1
Sub Total	6	3	9	4	3	7	16
Training & Administration							
KC006	1	0	1	0	0	0	1
KC010	0	0	0	0	1	1	1
KC016	0	1	1	0	0	0	1
KC017	1	1	2	0	0	0	2
KC019	0	1	1	0	1	1	2
Sub Total	2	3	5	0	2	2	7
Business Services							
KC002	2	0	2	0	0	0	2
KC015	2	0	2	0	0	0	2
Sub Total	4	0	4	0	0	0	4
Western Sales Region							
KC019	0	0	0	0	1	1	1
Sub Total	0	0	0	0	1	1	1
Sales and Services							
KC020	0	1	1	0	0	0	1
KC021	1	2	3	1	0	1	4
Sub Total	1	3	4	1	0	1	5
Headquarters							
KD0001	1	0	1	0	0	0	1
Sub Total	1	0	1	0	0	0	1

PERSONEELSBESTAND TOTAAL	Aantal	Behorende tot doelgroep Aantal	Percentage
(%) T.o.v. aantal personen in dienst			
Personen in dienst op 31 december	9	2	22.22 %
Personen met een voltijd-dienstverband	8 (88.89%)	1	11.11 %
Personen met een deeltijd-dienstverband	1 (11.11%)	1	11.11 %
Personen die bezwaar hebben aangetekend	1		

GEGEVENS PERSONEELSVERLOOP			
(%) T.o.v. aantal personen in/uit dienst getreden			
Personen in dienst getreden	1	0	0.00 %
Personen uit dienst getreden	0	0	0.00 %

GEGEVENS PERSONEELSBESTAND NAAR FUNCTIENIVEAU			
(%) T.o.v. aantal personen per functieniveau			
Functieniveau I	0	0	0.00 %
Functieniveau II	2	1	50.00 %
Functieniveau III	2	1	50.00 %
Functieniveau IV	1	0	0.00 %
Functieniveau V	4	0	0.00 %

Legenda:

Functieniveau I - A-Not Indicated
Functieniveau II - B-Less Than HS Graduate
Functieniveau III - C-HS Graduate or Equivalent
D-Some College
Functieniveau IV - E-Technical School
Functieniveau V - F-2-Year College Degree
G-Bachelor's Level Degree
H-Some Graduate School
I-Master's Level Degree
J-Doctorate (Academic)
K-Doctorate (Professional)
L-Post-Doctorate

GEGEVENS PERSONEELSBESTAND NAAR FUNCTIENIVEAU (%) T.o.v. aantal personen per functieniveau	Aantal	Behorende tot doelgroep Aantal	 Percentage
Totaal aantal locaties: 3			
Amsterdam			
Functieniveau I	0	0	0.00 %
Functieniveau II	1	1	100.00 %
Functieniveau III	2	1	50.00 %
Functieniveau IV	0	0	0.00 %
Functieniveau V	3	0	0.00 %
The Hague			
Functieniveau I	0	0	0.00 %
Functieniveau II	1	0	0.00 %
Functieniveau III	0	0	0.00 %
Functieniveau IV	1	0	0.00 %
Functieniveau V	0	0	0.00 %
Groningen			
Functieniveau I	0	0	0.00 %
Functieniveau II	0	0	0.00 %
Functieniveau III	0	0	0.00 %
Functieniveau IV	0	0	0.00 %
Functieniveau V	1	0	0.00 %

S K Munich 1999

Lfd. Nr.	a) Name b) Vorname c) Wohnort d) Geburtsdatum	a) Schlüssel-Nr. b) Bezeichnung der Tätigkeit	a) Eingetreten am bzw. Ausbildungs-beginn b) Ausgeschie-den am bzw. Ausbildungs-ende	a) Bezeichnung SB/GL b) Personen-gruppe mit Zahl der an-zurechnen-den Pflicht-plätze	Nachweis über die Angaben in Spalte 5 a) Dienststelle b) Nummer des Ausweises ggf. Datum und Geschäftszeichen des Nachweises c) gültig ab d) befristet bis
1	a) Grün b) Alex c) 39106 Magdeburg d) 10/17/1936	a) b)	a) 01/01/1990 b)	a) GL b) Equalized 1	a) District Admin of a Land b) 2233445566 c) 01/10/1980 d) 01/10/1980

Part-A Full Time Faculty (Instruction/Research/Public Service)

Line	Description	Non-Resident Alien		Black Non-Hispanic		Am-Indian/ Alaskan-Native		Asian/ Pacific Isle		Hispanic		White Non-Hispanic		Race/Ethnicity Unknown		Grand Total All Emps	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
1	9/10 Month Contracts: Below $25,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	$25,000 - 29,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	$30,000 - 34,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	$35,000 - 39,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	$40,000 - 44,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	$45,000 - 54,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	$55,000 - 64,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	$65,000 - 74,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	$75,000 & Above	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	Total 9/10 Month Contracts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	Less Than 9/10 Month Contracts:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	11/12 Month Contracts: Below $25,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13	$25,000 - 29,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14	$30,000 - 34,999	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
15	$35,000 - 39,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16	$40,000 - 44,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	$45,000 - 54,999	0	0	0	0	0	0	0	0	0	0	1	2	0	0	1	2
18	$55,000 - 64,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19	$65,000 - 74,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	$75,000 & Above	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0
21	Total 11/12 Month Contracts	0	0	0	0	0	0	0	0	0	0	2	3	0	0	2	3
22	Part A Total	0	0	0	0	0	0	0	0	0	0	2	3	0	0	2	3

1999

S K Antwerpen

1. Arbeitsplätze und Pflichtplätze (Anzahl) 2. Anrechenbare Personenguppen/Besetzte Arbeitsplätze (Anzahl) 3. Ausgleich-abgabe

	-SOLL-												-IST-			
Monat	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Jan.	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0
Feb.	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0
März	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0
April	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0
Mai	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0
Juni	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0
Juli	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
Aug.	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
Sept.	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
Okt.	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
Nov.	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0
Dez.	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0

a) Ausgleichsabgabe von Januar - Dezember 0

From 01/01/1980 To 01/01/2000

Company: State of Accord Location: State of Accord, Executive Blg

DeptID	Plan/Grade/Step	EmplID	Name	Empl Rcd#	Eff Date	Eff Seq	Rate Code	Comp Rate	%	Currency
PGV1000	NEX / 2 / 1	PA008	Silverstein,Jacob	0	04/01/1996	0	NAANNL	17,500.00	0.206	USD
PGV1000	NEX / 5 / 3	PA019	Novak,Willis	0	02/01/1995	0	NAANNL	34,500.00	0.406	USD
PGV1000	SAL / 4 /	PA023	Meadows,Sean	0	01/01/1995	0	NAANNL	30,000.00	0.353	USD
PGV1000	SAL / 5 /	PA020	Carr,Kitty C	0	01/01/1995	0	NAANNL	70,000.00	0.823	USD
PGV1001	SAL / 5 /	PA007	Smith,Maureen	0	01/01/1997	0	NAANNL	41,000.00	0.482	USD
PGV1002	SAL / 5 /	PA013	Flynt,Mildred	0	03/01/1995	0	NAANNL	45,000.00	0.529	USD
PGV1003	NEX / 1 /	PA001	Smith,Maggie	0	01/01/1996	0	NAANNL	2,500.00	0.029	USD
PGV1003	NEX / 2 /	PA002	Walker,Gail K	0	01/01/1996	0	NAANNL	2,150.00	0.025	USD
PGV1003	NEX / 2 / 1	PA011	Wise,Roy	0	04/01/1995	0	NAANNL	17,500.00	0.206	USD
PGV1003	NEX / 2 / 2	PA010	Mason,Macia	0	04/01/1995	0	NAANNL	19,000.00	0.224	USD
PGV1003	NEX / 2 / 2	PA012	Phillips,Robert	0	04/01/1995	0	NAANNL	19,000.00	0.224	USD
PGV1003	NEX / 4 / 1	PA009	Howard,Sheila	0	04/01/1995	0	NAANNL	24,500.00	0.288	USD
PGV1003	SAL / 3 /	PA003	Ouren,Tom	0	01/01/1996	0	NAANNL	3,300.00	0.039	USD
PGV1003	SAL / 4 /	PA018	Steen,Nicholas	0	02/01/1995	0	NAANNL	40,000.00	0.471	USD
PGV1004	SAL / 1 /	PA004	Smithfield,Loren R	0	01/01/1996	0	NAANNL	63,000.00	0.741	USD
PGV1004	SAL / 1 /	PA005	Wong,Jeanne T	0	01/01/1996	0	NAANNL	6,000.00	0.071	USD
PGV1004	SAL / 5 /	PA015	Webster,Holly	0	03/01/1995	0	NAANNL	43,000.00	0.506	USD
PGV1005	SAL / 5 /	PA014	Sorensen,Elizabeth	0	03/01/1995	0	NAANNL	43,000.00	0.506	USD
PGV1006	SAL / 1 /	PU023	Manolis,Manny	0	01/01/1995	0	NAANNL	50,000.00	0.588	USD
PGV1006	SAL / 2 /	PA006	Woolfsberg,Thomas I	0	01/01/1996	0	NAANNL	5,025.00	0.059	USD
PGV1006	SAL / 4 /	PA016	Zimmerman,Andreas	0	03/01/1995	0	NAANNL	40,000.00	0.471	USD
PGV1007	SAL / 1 /	PA021	Connor,Maureen T	0	01/01/1995	0	NAANNL	60,000.00	0.706	USD
PGV1007	SAL / 1 /	PA022	Patten,Sarah	0	01/01/1995	0	NAANNL	45,000.00	0.529	USD
PGV1007	SAL / 4 /	PA017	Yamamoto,Kenneth	0	03/01/1995	0	NAANNL	40,000.00	0.471	USD
						Average		31,707.29	0.373	

From 01/01/1999 To 01/01/2000

DeptID	Plan/Grade	EmplID	Name	Empl Rcd#	Eff Date	Eff Seq	Rate Code	Comp Rate	Currency
KC001	KC01 / 004	KC0001	Griffiths,Martina Rae	0	02/01/1997	0	NAANNL	2,625.000	CAD
KC001	KC02 / 002	KC0014	Henderson,David M	0	07/05/1998	0	NAANNL	1,750.000	CAD
KC001	KC02 / 005	KC0029	Valade,Claudia A	0	12/27/1990	0	NAANNL	60,500.000	CAD
KC001	KC02 / 006	KC0024	Maissoneuve,Louise	0	01/19/1990	0	NAANNL	68,000.000	CAD
KC001	KC02 / 006	KC0033	Chan,Diana E	0	04/22/1984	0	NAANNL	69,600.000	CAD
KC001	KC02 / 007	KC0031	Saint-Amand,Marcel	0	06/06/1994	0	NAANNL	78,500.000	CAD
KC002	KC02 / 005	KC0018	Johnson,Helen	0	10/25/1981	0	NAANNL	48,000.000	CAD
KC003	KC02 / 004	KC0021	Davies,Craig R	0	12/01/1996	0	NAANNL	55,000.000	CAD
KC005	KC01 / 003	KC0009	Mills,Stephanie A	0	06/02/1992	0	NAANNL	1,850.000	CAD
KC005	KC02 / 003	KC0019	Desmarais,Jean-Pierre	0	04/05/1982	0	NAANNL	2,130.000	CAD
KC005	KC02 / 005	KC0023	Duvall,David	0	01/05/1985	0	NAANNL	48,000.000	CAD
KC005	KC02 / 006	KC0006	Jubinville,Pierre	0	05/12/1987	0	NAANNL	78,635.000	CAD
KC006	KC01 / 006	KC0007	Trudeau,Susan	0	04/07/1989	0	NAANNL	2,825.000	CAD
KC007	KC01 / 005	KCI002	Baar,John	0	09/16/1990	0	NAANNL	52,000.000	CAD
KC007	KC02 / 004	KC0010	Howe,Anthony R	0	09/07/1997	0	NAANNL	55,000.000	CAD
KC007	KC02 / 008	KC0002	Dunbar,Kirby	0	01/15/1982	0	NAANNL	105,000.000	CAD
KC015	KC02 / 005	KC0022	Sinclair,Betty Anne	0	11/16/1982	0	NAANNL	6,690.000	CAD
KC015	KC02 / 006	KC0008	Wilson,Kenneth John	0	07/18/1983	0	NAANNL	72,000.000	CAD
KC015	KC02 / 008	KC0013	Tucker,Margaret	0	07/15/1995	0	NAANNL	87,560.000	CAD
KU000	KU02 / 011	KU0001	Lewis,Douglas	0	01/01/1980	0	NAANNL	260,000.000	USD
KU001	KU01 / 006	KU0006	Erickson,Arthur	0	05/12/1987	0	NAANNL	7,280.000	USD
KU001	KU01 / 006	KU0086	Burkman,Seek	1	03/22/1996	1	NAANNL	3,466.670	USD
KU001	KU01 / 006	KU0089	Cerruit,Sandy	0	06/06/1996	0	NAANNL	60,000.000	USD
KU001	KU01 / 007	KU0086	Burkman,Seek	1	03/22/1996	1	NAANNL	3,466.670	USD
KU001	KU01 / 009	KU0005	Aliverdi,Reza	0	03/22/1985	0	NAANNL	123,760.000	USD
KU001	KU01 / 009	KU0072	Mosley,Wayne	0	04/27/1993	0	NAANNL	1,154.000	USD
KU003	KU01 / 008	KU0008	Roth,Calvin	0	07/18/1983	0	NAANNL	132,000.000	USD
KU005	KU01 / 003	KU0020	Stevenson,Christelle	0	10/01/1985	0	NAANNL	12,400.000	USD
KU005	KU01 / 004	KU0101	Adams,Cynthia	0	06/05/1998	0	NAANNL	4,000.530	USD
KU005	KU01 / 005	KU0039	Quilligan,Shawn	0	02/16/1986	0	NAANNL	48,006.400	USD
KU005	KU01 / 005	KU0076	Lee,Mei	0	02/23/1994	0	NAANNL	9,568.000	USD
KU005	KU01 / 006	KU0093	Schwartz,Heidi	0	09/12/1996	0	NAANNL	2,500.000	USD
KU005	KU01 / 006	KU0100	Osborn,Courtney	0	02/17/1998	0	NAANNL	500.000	USD
KU005	KU01 / 009	KU0007	Locherty,Betty	0	04/07/1989	0	NAANNL	150,000.000	USD
KU007	KU01 / 009	KUI004	Peevy,Lance	0	07/18/1990	0	NAANNL	93,000.000	USD
KU007	KU01 / 009	KUI014	Lacasse,Peter	0	07/28/1990	0	NAANNL	93,000.000	USD
KU010	KU01 / 008	KUI009	Vandernoot,Dirk	0	12/17/1990	0	NAANNL	125,000.000	USD
KU010	KU01 / 008	KUI019	Diaz,Valente	0	12/27/1990	0	NAANNL	125,000.000	USD
KU014	KU01 / 005	KUI003	Dacio,Margaret	0	05/24/1990	0	NAANNL	64,000.000	USD
KU014	KU01 / 005	KUI013	Maaks,Danielle	0	05/04/1990	0	NAANNL	64,000.000	USD
KU016	KU01 / 005	KU0036	Religioso,Steve	0	11/13/1985	0	NAANNL	60,008.000	USD
KU016	KU01 / 005	KU0087	Lopez,Wilma	0	05/03/1996	0	NAANNL	5,000.000	USD
KU018	KU01 / 003	KUI005	Yoder,Michael	0	11/21/1990	0	NAANNL	47,000.000	USD
KU018	KU01 / 003	KUI015	Miano,Yolanda	0	11/30/1990	0	NAANNL	47,000.000	USD
KU021	KU01 / 006	KU0067	Passantino,Alex	0	02/10/1991	0	NAANNL	182,200.000	USD
KU021	KU01 / 006	KUI010	Hubball,John	0	08/03/1990	0	NAANNL	87,000.000	USD
KU021	KU01 / 006	KUI020	Johnson,Hugh	0	08/13/1990	0	NAANNL	87,000.000	USD

From 01/01/1999 To 01/01/2000

DeptID	Plan/Grade	EmplID	Name	Empl Rcd#	Eff Date	Eff Seq	Rate Code	Comp Rate	Currency
KU021	Plan/Grade	KU0003	Parsons,Jean	0	03/12/1988	0	NAANNL	182,400.000	USD
KU021	KU02 / 009	KU0004	Grafton,Ken	0	04/02/1980	0	NAANNL	181,700.000	USD
KU021	KU02 / 011	KU0002	Baran,Charles	0	01/15/1982	0	NAANNL	185,000.000	USD
KU024	KU01 / 003	KUI002	Baranski,Jerome	0	09/16/1990	0	NAANNL	52,000.000	USD
KU024	KU01 / 003	KUI012	Jecewski,Barry	0	09/26/1990	0	NAANNL	52,000.000	USD
KU024	KU01 / 005	KU0024	Miguel,Sanford	0	03/05/1983	0	NAANNL	48,006.400	USD
KU024	KU01 / 005	KU0092	Bonicello,Nina	0	07/22/1996	0	NAANNL	923.200	USD
KU025	KU01 / 006	KU0018	Johnson,Helen	0	10/25/1981	0	NAANNL	26,000.000	USD
KU025	KU01 / 006	KU0029	Vargas,Christine	0	02/02/1984	0	NAANNL	48,006.400	USD
KU025	KU01 / 006	KU0043	Sims,Evelyn	0	06/27/1986	0	NAANNL	90,662.000	USD
KU025	KU01 / 006	KU0102	Donahue,Edmund	0	08/28/1998	0	NAANNL	2,000.270	USD
KU031	KU01 / 005	KUI001	Wicker,Frank	0	03/05/1990	0	NAANNL	80,000.000	USD
KU031	KU01 / 005	KUI011	Fraas,William	0	03/15/1990	0	NAANNL	80,000.000	USD
PGV1000	NEX / 2	PA008	Silverstein,Jacob	0	04/01/1996	0	NAANNL	17,500.000	USD
PGV1000	NEX / 5	PA019	Novak,Willis	0	02/01/1995	0	NAANNL	34,500.000	USD
PGV1000	SAL / 4	PA023	Meadows,Sean	0	01/01/1995	0	NAANNL	30,000.000	USD
PGV1000	SAL / 5	PA020	Carr,Kitty C	0	01/01/1995	0	NAANNL	70,000.000	USD
PGV1001	SAL / 5	PA007	Smith,Maureen	0	01/01/1997	0	NAANNL	41,000.000	USD
PGV1002	SAL / 5	PA013	Flynt,Mildred	0	03/01/1995	0	NAANNL	45,000.000	USD
PGV1003	NEX / 1	PA001	Smith,Maggie	0	01/01/1996	0	NAANNL	2,500.000	USD
PGV1003	NEX / 2	PA002	Walker,Gail K	0	01/01/1996	0	NAANNL	2,150.000	USD
PGV1003	NEX / 2	PA010	Mason,Macia	0	04/01/1995	0	NAANNL	19,000.000	USD
PGV1003	NEX / 2	PA011	Wise,Roy	0	04/01/1995	0	NAANNL	17,500.000	USD
PGV1003	NEX / 2	PA012	Phillips,Robert	0	04/01/1995	0	NAANNL	19,000.000	USD
PGV1003	NEX / 4	PA009	Howard,Sheila	0	04/01/1995	0	NAANNL	24,500.000	USD
PGV1003	SAL / 3	PA003	Ouren,Tom	0	01/01/1996	0	NAANNL	3,300.000	USD
PGV1003	SAL / 4	PA018	Steen,Nicholas	0	02/01/1995	0	NAANNL	40,000.000	USD
PGV1004	SAL / 1	PA004	Smithfield,Loren R	0	01/01/1996	0	NAANNL	63,000.000	USD
PGV1004	SAL / 1	PA005	Wong,Jeanne T	0	01/01/1996	0	NAANNL	6,000.000	USD
PGV1004	SAL / 5	PA015	Webster,Holly	0	03/01/1995	0	NAANNL	43,000.000	USD
PGV1005	SAL / 5	PA014	Sorensen,Elizabeth	0	03/01/1995	0	NAANNL	43,000.000	USD
PGV1006	SAL / 1	PU023	Manolis,Manny	0	01/01/1995	0	NAANNL	50,000.000	USD
PGV1006	SAL / 2	PA006	Woolfsberg,Thomas I	0	01/01/1996	0	NAANNL	5,025.000	USD
PGV1006	SAL / 4	PA016	Zimmerman,Andreas	0	03/01/1995	0	NAANNL	40,000.000	USD
PGV1007	SAL / 1	PA021	Connor,Maureen T	0	01/01/1995	0	NAANNL	60,000.000	USD
PGV1007	SAL / 1	PA022	Patten,Sarah	0	01/01/1995	0	NAANNL	45,000.000	USD
PGV1007	SAL / 4	PA017	Yamamoto,Kenneth	0	03/01/1995	0	NAANNL	40,000.000	USD
PJC3000	NEX / 2	PJ026	Valasquez,Yvonne	0	02/01/1995	0	NAANNL	40,000.000	USD
PJC3000	NEX / 3	PJ004	Ho,Loretta R	0	01/01/1996	0	NAANNL	2,950.000	USD
PJC3000	NEX / 3	PJ007	LaFerve,Nadine	0	04/01/1995	0	NAANNL	41,000.000	USD
PJC3000	NEX / 3	PJ009	Caria,Lee	0	04/01/1995	0	NAANNL	43,000.000	USD
PJC3000	NEX / 3	PJ016	Honda,Dennise	0	03/01/1995	0	NAANNL	40,000.000	USD
PJC3000	NEX / 3	PJ018	Niko,Noreen	0	02/01/1995	0	NAANNL	40,000.000	USD
PJC3000	NEX / 3	PJ024	Lawson,Monica	0	01/01/1995	0	NAANNL	50,000.000	USD
PJC3000	SAL / 3	PJ014	Quan,Li	0	03/01/1995	0	NAANNL	43,000.000	USD
PJC3100	NEX / 1	PJ013	Goslin,Angela	0	03/01/1995	0	NAANNL	43,000.000	USD
PJC3100	SAL / 2	PJ001	McCune,Ned	0	01/01/1996	0	NAANNL	75,000.000	USD

From 01/01/1999 To 01/01/2000

DeptID	Plan/Grade	EmplID	Name	Empl Rcd#	Eff Date	Eff Seq	Rate Code	Comp Rate	Currency
PJC3150	Plan/Grade	PJ005	Singh,Martek	0	01/01/1996	0	NAANNL	3,500.000	USD
PJC3150	SAL / 3	PJ012	Foley,Thomas	0	03/01/1995	0	NAANNL	41,000.000	USD
PJC3151	CNT / PRO	PJ015	Wysocki,Wendy	0	03/01/1995	0	NAANNL	45,000.000	USD
PJC3151	CNT / PRO	PJ019	McCall,Donna R	0	01/01/1995	0	NAANNL	50,000.000	USD
PJC3151	CNT / PRO	PJ020	Asmuth,Bernice	0	01/01/1995	0	NAANNL	50,000.000	USD
PJC3151	SAL / 1	PJ006	Johnson,Christina	0	01/01/1997	0	NAANNL	40,000.000	USD
PJC3151	SAL / 3	PJ010	Martinez,Carla	0	04/01/1995	0	NAANNL	39,000.000	USD
PJC3152	CNT / PRO	PJ017	Romanoff,Ivan	0	02/01/1995	0	NAANNL	40,000.000	USD
PJC3152	CNT / PRO	PJ021	Oates,Joyce C	0	01/01/1995	0	NAANNL	50,000.000	USD
PJC3152	CNT / PRO	PJ022	Hartnell,Bruce	0	01/01/1995	0	NAANNL	50,000.000	USD
PJC3152	NEX / 2	PJ008	Gipson,Larry	0	04/01/1995	0	NAANNL	51,000.000	USD
PJC3152	SAL / 3	PJ011	Webmodel,Gail	0	04/01/1995	0	NAANNL	45,000.000	USD
PNC2000	NEX / 5	PA026	Levin,Patsy	0	02/01/1995	0	NAANNL	40,000.000	USD
PNC2000	SAL / 5	PN022	Manzoni,Allessandro	0	01/01/1995	0	NAANNL	50,000.000	USD
PNC2001	SAL / 1	PA027	Mattey,Belinda	0	02/01/1995	0	NAANNL	40,000.000	USD
PNC2001	SAL / 1	PJ025	Marmelzat,Leona	0	02/01/1995	0	NAANNL	40,000.000	USD
PNC2001	SAL / 1	PN026	Pickett,Williard	0	02/01/1995	0	NAANNL	40,000.000	USD
PNC2001	SAL / 1	PU026	Guiterriz,Inex	0	02/01/1995	0	NAANNL	40,000.000	USD
PNC2001	SAL / 2	PN024	Reoutt,Alexis	0	01/01/1995	0	NAANNL	50,000.000	USD
PNC2001	SAL / 4	PN014	Weider,Rosalie	0	03/01/1995	0	NAANNL	43,000.000	USD
PNC2002	NEX / 2	PN009	Haderlein,David	0	04/01/1995	0	NAANNL	45,000.000	USD
PNC2002	SAL / 2	PN004	Wethington,Lynetta	0	01/01/1996	0	NAANNL	3,000.000	USD
PNC2002	SAL / 3	PN001	Jordan,Alic R	0	01/01/1996	0	NAANNL	3,000.000	USD
PNC2002	SAL / 3	PN002	Mitchell,Wayne G	0	01/01/1996	0	NAANNL	2,750.000	USD
PNC2002	SAL / 4	PN013	Gormley,Gladys	0	03/01/1995	0	NAANNL	44,000.000	USD
PNC2006	NEX / 1	PN027	Reynolds,Amanda	0	02/01/1995	0	NAANNL	40,000.000	USD
PNC2006	NEX / 2	PA025	Finet,Jacque	0	02/01/1995	0	NAANNL	50,000.000	USD
PNC2006	SAL / 1	PN017	Chun,Robert	0	02/01/1995	0	NAANNL	40,000.000	USD
PNC2006	SAL / 4	PN007	Caulsen,Loretta	0	01/01/1997	0	NAANNL	39,000.000	USD
PNC2030	SAL / 5	PN011	Wise,Roy	0	04/01/1995	0	NAANNL	40,000.000	USD
PNC2031	NEX / 1	PN003	Pattersen,Jan T	0	01/01/1996	0	NAANNL	1,500.000	USD
PNC2031	NEX / 2	PN008	Overton,Lawrence	0	04/01/1995	0	NAANNL	46,000.000	USD
PNC2031	NEX / 2	PN010	Martinez,Luis	0	04/01/1995	0	NAANNL	41,000.000	USD
PNC2031	NEX / 2	PN016	Yap,Carla	0	03/01/1995	0	NAANNL	40,000.000	USD
PNC2031	NEX / 2	PN021	Laig,Inez	0	01/01/1995	0	NAANNL	45,000.000	USD
PNC2031	SAL / 2	PN012	Calder,Alexis	0	03/01/1995	0	NAANNL	40,000.000	USD
PNC2031	SAL / 4	PN006	Vandersteen,Sydrena	0	01/01/1997	0	NAANNL	40,000.000	USD
PNC2031	TLM / 3	PA024	Menezes,Paul	0	01/01/1995	0	NAANNL	50,000.000	USD
PNC2031	TLM / 3	PN015	Cranston,Paul	0	03/01/1995	0	NAANNL	45,000.000	USD
PNC2031	TLM / 3	PN023	Mokros,Ronald	0	01/01/1995	0	NAANNL	50,000.000	USD
PNC2032	SAL / 4	PN005	Ho,Li	0	01/01/1996	0	NAANNL	1,999.000	USD
PNC2032	TLM / 3	PN018	Garland,James	0	02/01/1995	0	NAANNL	40,000.000	USD
PNC2032	TLM / 3	PN019	McCain,Gayle	0	02/01/1995	0	NAANNL	40,000.000	USD
PNC2032	TLM / 3	PN020	Mike,Keiley R	0	01/01/1995	0	NAANNL	50,000.000	USD
PSU5000	SAL / 4	PU025	Blum,Carolyn	0	02/01/1995	0	NAANNL	40,000.000	USD
PSU5001	NEX / 1	PU007	Monet,Claude	0	04/01/1995	0	NAANNL	50,000.000	USD
PSU5001	SAL / 3	PN025	Pappademas,Wayne	0	02/01/1995	0	NAANNL	40,000.000	USD

Parameters: All -

Employee ID		Rate Code	Rate Code Class	Level	Origin
KU0003	Jean Parsons	KF007	Sen Rate Codes	3	Manually Added
		NAFAS1	Sen Rate Codes	4	Manually Added
KU0012	Allan Martin	NAFAS1	Sen Rate Codes	4	Manually Added
		NAHRS1	Sen Rate Codes	2	Manually Added
KU0020	Christelle Stevenson	NAFAS1	Sen Rate Codes	4	Manually Added
		NAHRS1	Sen Rate Codes	2	Manually Added

End of Report

Faculty Member: Joe Fetber TF001
Tenure/Home Department: TF102 TF Human Resources
Tenure Status:
Academic Rank:
Annual Rate: 62400

ACTIVITIES
Activity Type: , Test Activity - Original From: 02/02/1990 Thru: 02/02/1991
Sponsored By: Compensated?Y Internal
Organization: Activity Organization
Notes: Activity Comments

ADMINISTRATIVE POSTS/APPOINTMENTS/TITLES
Type: Medical Lectures Academic Responsibility
Description: TF001 Lectures to Doctors
Begin Date: 02/02/1990 End Date: 01/01/1996 Revised End Date: Reason:
Department/Organization: TF2100 TF College of Liberal Arts
Notes: Admin Post Comments
Type: Medical Lectures Academic Responsibility
Description: TF001 Lectures to Doctors 2
Begin Date: 02/02/1996 End Date: 01/01/1997 Revised End Date: Reason:
Department/Organization: TF2100 TF College of Liberal Arts
Notes: TF001 Reappointed for 1 year.

COMMITTEE INVOLVEMENT
Committee: Research & Development Effective Date: 01/01/1980
Role: Member of Committee Start Date: 01/01/1991 End Date: 01/01/1992

PROFESSIONAL EDUCATION & TRAINING
Degree: PHS Terminal: N Date Acquired: 01/01/1989 Graduated: Y
Major: Electrical Engineering School: Cornell University USA NY

HONORS & AWARDS
Honor/Award: Honorary Doctorate Degree Grantor: Cornell Univ. Issue Date: 01/01/1989 End Date:

LICENSES & CERTIFICATES
License/Certification: Cardio Pulmonary Resuscitation Nbr: CPRTF001 Issue Date: 02/02/1997
Issued By: Hospital Expires: 02/02/2001 Verified: Y Renewal in Progress? N Location: USA NY
License/Certification: Emergency Medicine Technology Nbr: HETTF001 Issue Date: 03/03/1995
Issued By: Hospital Expires: 12/12/1998 Verified: Y Renewal in Progress? Y Location: USA NY

MEMBERSHIPS
Membership: Registered Nurses Association Membership Date: 05/05/1993
Mandate: REASEARCH Mandate Position: LECTURES Mandate Begin: 08/08/1993 Mandate End: 12/31/2003

PRESENTATIONS
Presentation: Lecture Date: 03/05/1995 Location: Orlando,Florida
Title: Medical Myths Purpose: World Medical Conference
Notes:
Presentation: Speech Date: 02/10/1996 Location: Vancouver, BC
Title: RNs, where are you? Purpose: ORN Conference
Notes:

PUBLICATIONS
Publication #: 1 Type: Article Author Type: Author
Title: The work that never gets done Name: HR Reporter
Publisher: MPL Comm.
Date: 06/15/1998 Volume: 11 Issue: No. 12 Page(s): 1
Notes: 200 words.
Publication #: 2 Type: Book Author Type: Co-Author
Title: Boost your business in any economy Name:
Publisher: Newport Publishing
Date: 1993 Volume: Issue: Page(s): 144
Notes: ISBN1-895972-00

SPECIAL PROJECTS
11/30/1997 Dept/Org: TF Human Resources Classified Information
Notes: Genetic Research - Why NOT to do it.

STUDENT ADVISING
Student Name: Doug Douglas Level: Master's Thesis
From: 01/01/1997 Thru: 09/01/1997
Project:
Project Due: 09/01/1997
Notes:

Faculty Member: Joe Fetber TF001
Tenure/Home Department: TF102 TF Human Resources
Tenure Status:
Academic Rank:
Annual Rate: 62400

Student Name: Mary Maloney Level: Master's Thesis
From: 01/01/1997 Thru: 09/01/1997
Project:
Project Due: 09/01/1997
Notes:
Student Name: Sara Walsh Level: PhD Dissertation
From: 10/01/1996 Thru: 02/01/1998
Project:
Project Due: 02/01/1998
Notes: Sara's PHD project.

TEACHING RESPONSIBILITIES
Course: TF001Teach TF001 Teaching Course
Course Type: Independent Study Units: 1 Term: 2 Team? N Percent: 100.00
Number of Enrolled: Type: Part-Time Students
Number of Enrolled: 8 Type: Under Graduates

Faculty Member: Joe Fetber TF001
Tenure/Home Department: TF102 TF Human Resources
Tenure Status:
Academic Rank:
Annual Rate: 62,400.00

CASE REVIEW DETAILS

Case: T001C1 Type: Title Status: Disapprove

Proposal
Tenure: Not on Trk Rank:
Title: Doctor FTE: 1.00 Annual Rate: 62,400.00 Begin Date: 1990-01-01
Outside Offer? N Offer Description:
Is the Case Portfolio Forwarded to the Reviewing Department? N
Notes/Portfolio Description: Trying this out.

CASE REVIEW PATH DETAILS

Review Step: 2 Current Review Department: TF102 TF Human Resources
Current Reviewer(s): James Webster
Case Received Date: 1991-06-02 Recommendation Date: 1991-06-02 Case Forwarded Date: 1991-06-02
Department: TF102 TF Human Resources
Final Action? Y Next Case Review Date: 1993-12-15 Next Case Type TEN

Review Step: 1 Current Review Department: TF102 TF Human Resources
Current Reviewer(s): James Webster
Case Received Date: 1991-01-02 Recommendation Date: 1991-01-02 Case Forwarded Date: 1991-01-02
Department: TF102 TF Human Resources

Tenure Group	Tenure Status	Faculty Member	Academic Rank	Home Dept	Tenure Start Date	Mand. Review Date
Faculty Tenure Calc. Group	Non Tenure On Track	Fetber,Joe	Doctor	TF Human Resources	1994-01-01	1998-08-01
		Fetper,Ann	Professor	TF Philosophy Dept	1993-01-01	1998-08-01
		Fetston,Judy	Professor	TF Dept of Math	1994-08-01	1998-08-01

End of Report

Reporting Service Group: CLER (Office Clerical Workers) and Service Type: UNION (Union Seniority)

Dept. ID	Dept. Name	EmplID	Employee Name	Service Date	Accrued Service	In Years	In Months	In Days	Start Up Credit	Last Processed
T1000	University Administr	T1111	Webster,Jimmy	1996-01-01	1.00	0	0	0	1.00	
TF102	TF Human Resources	TF101	Feton,Grace	1990-01-01	1.00	0	0	0	1.00	
TF201	TF Dept of Anthropol	TF101	Feton,Grace	1990-01-01	1.00	0	0	0	1.00	

End of Report

Reporting Service Group: CLER (Office Clerical Workers) and Service Type: CONTSRV (Continuous Service)

Dept. ID	EmplID	Employee Name	Rcd#	Period Begin Date	Period End Date	Breaks In Prd	Service W/O Brks	Amt In Breaks	Service W/ Brks	Accum. W/ Brks	Adjust Amount	Act/Rsn
T1000	University Administr											
	T1111	Webster,Jimmy	0	1997-07-01	1997-12-31	0.0	0.5	0.0	0.5	2.0	0.0	HIR
			0	1997-01-01	1997-06-30	0.0	0.5	0.0	0.5	1.5	0.0	HIR
			0	1996-07-01	1996-12-31	0.0	0.5	0.0	0.5	1.0	0.0	HIR
			0	1996-01-01	1996-06-30	0.0	0.5	0.0	0.5	0.5	0.0	HIR

Reporting Service Group: CLER (Office Clerical Workers) and Service Type: UNION (Union Seniority)

Dept. ID	EmplID	Employee Name	Rcd#	Period Begin Date	Period End Date	Breaks In Prd	Service W/O Brks	Amt In Breaks	Service W/ Brks	Accum. W/ Brks	Adjust Amount	Act/Rsn
T1000	University Administr											
	T1111	Webster,Jimmy	0	1997-07-01	1997-12-31	0.0	0.5	0.0	0.5	3.0	0.0	HIR
			0	1997-01-01	1997-06-30	0.0	0.5	0.0	0.5	2.5	0.0	HIR
			0	1996-07-01	1996-12-31	0.0	0.5	0.0	0.5	2.0	0.0	HIR
			0	1996-01-01	1996-06-30	0.0	0.5	0.0	0.5	1.5	0.0	HIR

End of Report

Reporting Service Group: FAC (Faculty Tenure Calc. Group)

Dept. ID	EmplID	Employee Name	Rcd#	Period Begin Date	Period End Date	Breaks In Prd	Service W/O Brks	Amt In Breaks	Service W/ Brks	Accum. W/ Brks	Adjust Amount	Act/Rsn
TF2002	TF Dept of Math											
	TF006	Fetston,Judy		1996-01-01	1996-05-31	0.000	0.500	0.000	0.500	2.500	0.000	HIR
				1995-08-01	1995-12-31	0.000	0.500	0.000	0.500	2.000	0.000	HIR
				1995-01-01	1995-05-31	0.000	0.500	0.000	0.500	1.500	0.000	HIR
				1994-08-01	1994-12-31	0.000	0.500	0.000	0.500	1.000	0.000	HIR
				1994-07-31	1994-07-31	0.000	0.500	0.000	0.500	0.500	0.000	BFW
TF201	TF Dept of Anthropol											
	TF001	Fetber,Joe		1996-01-01	1996-05-31	0.000	0.500	0.000	0.500	3.500	0.000	HIR
				1995-08-01	1995-12-31	0.000	0.500	0.000	0.500	3.000	0.000	HIR
				1995-01-01	1995-05-31	0.000	0.500	0.000	0.500	2.500	0.000	HIR
				1994-08-01	1994-12-31	0.000	0.500	0.000	0.500	2.000	0.000	HIR
				1994-01-01	1994-05-31	0.000	0.500	0.000	0.500	1.500	0.000	HIR
				1993-12-31	1993-12-31	0.000	1.000	0.000	1.000	1.000	0.000	BFW
TF2113	TF Philosophy Dept											
	TFAC01	Fetper,Ann		1996-01-01	1996-05-31	0.000	0.206	0.675	0.206	1.444	0.000	RFL RFL
				1995-08-01	1995-12-31	0.000	0.206	0.675	0.206	1.238	0.000	RFL RFL
				1995-01-01	1995-05-31	0.000	0.206	0.675	0.206	1.031	0.000	RFL RFL
				1994-08-01	1994-12-31	0.375	0.000	0.675	0.000	0.825	0.000	LOA EDU
				1994-01-01	1994-05-31	0.300	0.075	0.300	0.075	0.825	0.000	LOA EDU
				1993-08-01	1993-12-31	0.000	0.375	0.000	0.375	0.750	0.000	HIR
				1993-01-01	1993-05-31	0.000	0.375	0.000	0.375	0.375	0.000	HIR

End of Report

Reporting Service Group: FAC (Faculty Tenure Calc. Group) and Service Type: Tenure Service

Home Dept	Name	EmplID	Employee Name	Start Date	Tenure Status	Reqd Srvc	Ext. Srvc	Prior Srvc	Accr Srvc	Yrs To Accrued	Processed Thru
TF102	TF Human Resources	TF001	Fetber,Joe	1994-01-01	NTK	7.000	0.500	1.000	4.100	2.400	1998-05-31
TF2002	TF Dept of Math	TF006	Fetston,Judy	1994-08-01	NTK	7.000	0.000	0.500	4.000	2.500	1998-05-31
TF2100	TF College of Libera	TFPEDS65	Fetpin,Ned	1997-01-01	NOT	0.000	0.000	0.000	0.000	0.000	
TF2113	TF Philosophy Dept	TFAC01	Fetper,Ann	1993-01-01	NTK	7.000	0.000	0.000	2.269	4.731	1998-05-31

End of Report

TABELLA 1

INFORMAZIONI GENERALI SULLA AZIENDA

Azienda	KI1
Sede Legale	Milan
Occupati Female	187
Occupati Male	225
Occupati Unknown	5
	KD01
	KE01
	KF01
	KF02

TABELLA 2

INFORMAZIONI GENERALI SULLE UNITA IN AMBITO COMUNALE
TABELLA 2
Numero totale unita produttive presenti nel comune 2
Occupati alle dipendenze per ciascuna unita produttiva al 1 01/01/00

Unita Produttive	Categoria	Sesso	Totale

TABELLA 3

Occupati alle dipendenze al 01/01/1980 e al 01/01/00

1.00 0.00 1.00

Categoria	Occupati al 01/01/1980		Entrate		Uscite		Occupati al 01/01/00	
	Maschi	Femmine	Maschi	Femmine	Maschi	Femmine	Maschi	Femmine

TABELLA 4

Occupati alle dipendenze al 01/01/1980 0.00 1.00

Categoria	Livello	Occupazione al 01/01/00		Promozioni		Assunzioni	
		Maschi	Femmine	Maschi	Femmine	Maschi	Femmine

TABELLA 5

Occupati alle dipendenze al 01/01/1980

Categoria	Tempo Indet		Tempo Deter		Formazione		Apprendistato		Solidarieta	
	Maschi	Femmine	Maschi	Femmine	Maschi	Femmine	Maschi	Femmine	Maschi	Femmine

TABELLA 6

Entrate e uscite e trasformazioni dei contratti

New Hire	0.00	0.00

TABELLA 7

FORMAZIONE

Categoria	Num di partecipanti		Totale ore di formazione	
	Maschi	Femmine	Maschi	Femmine

TABELLA 7 MIL02

Formazione del personale svolta nel corso del periodo 01/01/1980 01/01/00

TABELLA 8 MIL02

Retribuzione annua per livello e categoria professionale

CATEGORIA	LIVELLO	RETRIBUZIONE LORDA ANNUA	
		Maschi	Femmine

Employee ID	Name	As Of Date	Empl Rcd#	Job Effdt	Indicator	Status	Business Unit	Job Code	Department
MULTIPLE PRIMARY JOBS									
KU0032	Summer,Alice	03/01/00	0	11/19/1998	Primary	Active	US001	Conslnt Sr	HR
			1	03/01/2000	Primary	Active	ESP01	Sr.Consult	Sales Serv
KU0036	Religioso,Steve	01/02/2000	0	11/13/1985	Primary	Active	US005	Conslnt Jr	Cust Svc
			1	01/02/2000	Primary	Active	GBIBU	Tech Trnr	Assembly
KU0086	Burkman,Seek	03/22/1996	0	03/22/1996	Primary	Active	GBIBU	HRIS Spec	HR
			1	03/22/1996	Primary	Active	GBIBU	Emp Spec	HR
KU0106	Chae,Kevin	05/25/2000	0	05/28/1999	Primary	Active	US004	DE Clerk	HR
			1	05/28/1999	Secondary	Active	US004	PR Clerk	Finance
			2	05/28/1999	Secondary	Active	US004	Ben Spec	HR
			3	05/25/2000	Primary	Terminated	US004	T&L Spclst	Admin
KU0113	Jacobson,Cassandra	12/01/1999	0	04/01/1999	Primary	Active	GBIBU	HRIS Spec	HR
			1	12/01/1999	Primary	Terminated	GBIBU	Mgr-HRIS	IS
			2	10/01/1999	Primary	Active	GBIBU	Admin Asst	HR
			3	11/01/1999	Primary	Active	GBIBU	Proj. Mgr.	Lab
		11/01/1999	0	04/01/1999	Primary	Active	GBIBU	HRIS Spec	HR
			1	08/01/1999	Secondary	Active	GBIBU	Mgr-HRIS	IS
			2	10/01/1999	Primary	Active	GBIBU	Admin Asst	HR
			3	11/01/1999	Primary	Active	GBIBU	Proj. Mgr.	Lab
		10/01/1999	0	04/01/1999	Primary	Active	GBIBU	HRIS Spec	HR
			1	08/01/1999	Secondary	Active	GBIBU	Mgr-HRIS	IS
			2	10/01/1999	Primary	Active	GBIBU	Admin Asst	HR
TERMINATED PRIMARY JOB									
No Rows Found									
NO PRIMARY JOB									
KU0017	Tran,Corrine	10/07/1981	0	10/07/1981	Secondary	Active	GBIBU	RN	Lab
KU0019	Tozer,Adan	04/05/1982	0	04/05/1982	Secondary	Active	GBIBU	Head Nurse	Lab
KU0044	Reese,Daryl	07/05/1986	0	07/05/1986	Secondary	Active	US005	Admin Asst	HR

End of Report

Union	Empl ID	Employee Name	Union Position	Full or Part Time in Union
Workers General Union	KI0001	Brusati,Clara	Registered	Part Time
Workers General Union	KI0002	Bassani,Maria Miss	Leader of the union	Full Time
Total Employee in Workers General Union		2.00		

Disability Type

Civil Disability	Female	1
Civil servants disability	Female	1

Employee SIN	First Date	BADGE/Payroll No.
203-943-295	01/01/1990	KC0001
997-000-112	01/19/1990	KC0024
203-943-295	03/05/1990	KCI001
546-714-254	04/13/1990	KCI006
666-774-658	05/24/1990	KCI003
396-774-556	06/29/1990	KCI008
596-744-656	07/18/1990	KCI004
997-000-211	07/26/1990	KC0031
392-744-157	08/30/1990	KCI010
996-764-650	09/16/1990	KCI002
396-724-452	10/11/1990	KCI007
936-574-151	11/21/1990	KCI005
311-374-755	12/17/1990	KCI009
997-000-161	12/27/1990	KC0029
311-374-755	06/02/1992	KC0009
396-724-452	03/12/1993	KCI007
393-764-352	02/02/1994	KC0012
997-000-229	02/14/1994	KC0035
997-000-179	02/02/1995	KC0030
997-000-120	03/05/1995	KC0025
546-714-254	06/29/1995	KCI006
997-000-013	07/15/1995	KC0013
997-000-120	01/01/1996	KC0025
997-000-054	10/07/1996	KC0017
997-000-179	07/02/1997	KC0030
997-000-054	07/19/1997	KC0017
392-744-157	09/07/1997	KC0010
997-000-021	07/05/1998	KC0014

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Employee ID	Employee Name	DeptID	Job Code	Effective Date
KC0002	Dunbar,Kirby	KC007	KC002	1982-01-15 00: Salary value of $0.00
KC0003	Rogers,Cynthia A	KC005	KC001	1988-03-12 00: Salary value of $0.00
KC0004	Reid,Charles M	KC005	KC007	1981-04-02 00: Salary value of $0.00
KC0005	Moore,Catherine J	KC005	KC007	1985-03-22 00: Salary value of $0.00
KC0006	Jubinville,Pierre	KC005	KC008	1987-05-12 00: Salary value of $0.00
KC0007	Trudeau,Susan	KC006	KC019	1989-04-07 00: Salary value of $0.00
KC0008	Wilson,Kenneth John	KC015	KC021	1983-07-18 00: Missing NOC code
KC0008	Wilson,Kenneth John	KC015	KC021	1983-07-18 00: Salary value of $0.00
KC0009	Mills,Stephanie A	KC005	KC001	1992-06-02 00: Salary value of $0.00
KC0011	Lau,Patrick	KC002	KC013	1986-01-02 00: Salary value of $0.00
KC0012	Quency,Nancy J	KC003	KC014	1994-02-02 00: Salary value of $0.00
KC0013	Tucker,Margaret	KC015	KC020	1995-07-15 00: Missing NOC code
KC0013	Tucker,Margaret	KC015	KC020	1995-07-15 00: Salary value of $0.00
KC0015	Campbell,Barry Robert	KC006	KC017	1984-11-02 00: Salary value of $0.00
KC0016	Vaillancourt,Paulette	KC001	KC012	1981-03-20 00: Salary value of $0.00
KC0017	Brown,Jessica	KC006	KC019	1996-10-07 00: Salary value of $0.00
KC0018	Johnson,Helen	KC002	KC013	1981-10-25 00: Salary value of $0.00
KC0019	Desmarais,Jean-Pierre	KC005	KC007	1982-04-05 00: Salary value of $0.00
KC0020	Hawkins,Allan M	KC006	KC006	1980-01-01 00: Salary value of $0.00
KC0021	Davies,Craig R	KC003	KC014	1996-12-01 00: Salary value of $0.00
KC0022	Sinclair,Betty Anne	KC015	KC021	1982-11-16 00: Missing NOC code
KC0022	Sinclair,Betty Anne	KC015	KC021	1982-11-16 00: Salary value of $0.00
KC0023	Duvall,David	KC005	KC007	1985-01-05 00: Salary value of $0.00
KC0024	Maissoneuve,Louise	KC001	KC012	1990-01-19 00: Salary value of $0.00
KC0025	Brown,Jennifer L	KC001	KC003	1995-03-05 00: Salary value of $0.00
KC0026	Johnson,Carol L	KC006	KC016	1996-01-01 00: Salary value of $0.00
KC0027	Andrews,Fred	KC015	KC021	1983-08-26 00: Missing NOC code
KC0027	Andrews,Fred	KC015	KC021	1983-08-26 00: Salary value of $0.00
KC0028	Jacobs,Lisa Leigh	KC001	KC003	1985-12-02 00: Salary value of $0.00
KC0029	Valade,Claudia A	KC001	KC012	1990-12-27 00: Salary value of $0.00
KC0030	Millier,Joseph G	KC005	KC007	1995-02-02 00: Salary value of $0.00
KC0031	Saint-Amand,Marcel	KC001	KC018	1994-06-06 00: Salary value of $0.00
KC0032	Smith,Conrad T	KC003	KC014	1980-05-20 00: Salary value of $0.00
KC0033	Chan,Diana E	KC001	KC012	1984-04-22 00: Salary value of $0.00
KC0034	Walters,Julie Ann	KC001	KC003	1985-06-21 00: Salary value of $0.00
KC0035	Turner,Gina	KC001	KC019	1994-02-14 00: Salary value of $0.00
KCI001	Wickham,Fred	KC001	KC003	1990-03-05 00: Salary value of $0.00
KCI002	Baar,John	KC007	KC002	1990-09-16 00: Salary value of $0.00
KCI003	D'amato,Michelle	KC005	KC001	1990-05-24 00: Salary value of $0.00
KCI004	Peabody,Larry	KC005	KC008	1990-07-18 00: Salary value of $0.00
KCI005	Yoakum,Marshall	KC005	KC007	1990-11-21 00: Salary value of $0.00
KCI006	Konig,Calvin	KC005	KC007	1995-06-29 00: Salary value of $0.00
KCI007	Diacon,Rebecca	KC006	KC019	1993-03-12 00: Salary value of $0.00
KCI008	Taben,Valerie	KC015	KC021	1990-06-29 00: Missing NOC code
KCI008	Taben,Valerie	KC015	KC021	1990-06-29 00: Salary value of $0.00
KCI009	Vaca,Dennis	KC005	KC001	1990-12-17 00: Salary value of $0.00
KCI010	Hu,Jason	KC007	KC015	1990-08-30 00: Salary value of $0.00

Occupational Group	Total Start	Total End	Aborignal Persons Start	Aborignal Persons End	Visible Minorities Start	Visible Minorities End	Disabled Persons Start	Disabled Persons End	Female Start	Female End
Toronto Management Area										
01 Senior Managers										
Salary Group 1	2	2	0	0	0	0	0	0	2	2
Salary Group 2	0	0	0	0	0	0	0	0	0	0
Salary Group 3	4	4	0	0	0	0	0	0	4	4
Salary Group 4	1	1	1	1	0	0	0	0	0	0

	Total		Aborignal Persons		Visible Minorities		Disabled Persons		Female	
Employment Type	Start	End	Start	End	Start	End	Start	End	Start	End
Toronto Management Area										
Permanent Full-Time	3	3	1	1	0	0	0	0	2	2
Permanent Part-Time	4	4	0	0	0	0	0	0	4	4
Temporary	0	0	0	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0	0	0	0

Total Surveys submitted: 0

Total Surveys completed: 0

End of Report

	Total		Aborignal Persons		Visible Minorities		Disabled Persons		Female	
Occupational Group	Filled	Vacated	Filled	Vacated	Filled	Vacated	Filled	Vacated	Filled	Vacated
Toronto Management Area										
Senior Managers										
Salary Group 1	1	0	0	0	0	0	0	0	1	0
Salary Group 2	1	0	0	0	0	0	0	0	1	0
Salary Group 3	0	1	0	0	0	1	0	0	0	0
Salary Group 4	1	0	0	0	0	0	1	0	0	0

Emplid: KD0001 Breit-Gossmann,Heiner

Degree: CER

Major Code:

Date acquired:

Average Grade:

StepId	From	Thru	Business Unit	Deptid	School Code	External Step	Status
KD1001	01.11.1999	04.11.1999	DEU01	KD001		Business Institute Munich, Germany	Completed
KD1002	07.11.1999	11.11.1999	DEU01	KD001		Business Institute Munich, Germany	Completed
KD1003	14.11.2000	18.11.2000	DEU01	KD001		Business Institute Munich, Germany	Attending
KD1004	21.11.2000	25.11.2000	DEU01	KD001		Business Institute Munich, Germany	Planned
KD2001	03.08.1987	07.08.1987	DEU01	KD002		University of Berlin Extension Program	Completed
KD2002	10.08.1987	14.08.1987	DEU01	KD002		University of Berlin Extension Program	Completed
KD2003	17.08.1987	21.08.1987	DEU01	KD002		University of Berlin Extension Program	Completed
KD2004	24.08.1987	28.08.1987	DEU01	KD002		University of Berlin Extension Program	Completed
KD1001	07.08.2000	11.08.2000	DEU01	KD002		Business Institute Munich, Germany	Attending
KD1002	14.08.2000	18.08.2000	DEU01	KD002		Business Institute Munich, Germany	Planned
KD1003	21.08.2000	25.08.2000	DEU01	KD002		Business Institute Munich, Germany	Planned
KD1004	28.08.2000	31.08.2000	DEU01	KD002		Business Institute Munich, Germany	Planned
KD1001	07.08.2000	11.08.2000	DEU01	KD002		University of Berlin Extension Program	Completed
KD1002	14.08.2000	18.08.2000	DEU01	KD002		University of Berlin Extension Program	Attending
KD1003	04.09.2000	08.09.2000	DEU01	KD002		University of Berlin Extension Program	Planned
KD1004	11.09.2000	15.09.2000	DEU01	KD002		University of Berlin Extension Program	Planned
KD1001	05.03.2001	09.03.2001	DEU01	KD002		Business Institute Munich, Germany	Planned
KD1002	12.03.2001	16.03.2001	DEU01	KD002		Business Institute Munich, Germany	Planned
KD1003	17.03.2001	21.03.2001	DEU01	KD002		Business Institute Munich, Germany	Planned
KD1004	24.03.2001	28.03.2001	DEU01	KD002		Business Institute Munich, Germany	Planned

End of Report

Official Languages Summary Reports, Company - GBI

Service to the Public by Bilingual office / Point of Service

Province, Location & Office Code	Resources Serving The Public	Resources Serving In Emglish	Resources Serving In French
New Brunswick, Fredricton Office, 91007	1	1	0
Ontario, Canadian Headquarters, 91007	6	6	3
Quebec, Montreal Office, 91007	3	2	3
Yukon, Whitehorse Office, 91007	0	0	0
Total	10	9	6

Official Languages Summary Reports, Company - GBI

Participation By Province

Participation By Province	Total # of Employees	# Employees, First Official Language - English	# Employees, First Official Language - French
National Capital Region (NCR)	0	0	0
Outside Canada	0	0	0
Alberta	6	6	0
British Columbia	6	6	0
Manitoba	3	3	0
New Brunswick	3	3	0
Newfoundland	2	2	0
Northwest Territories	2	2	0
Nova Scotia	6	6	0
Nunavut	1	1	0
Ontario	11	11	0
Prince Edward Island	2	2	0
Quebec	8	8	0
Saskatchewan	2	2	0
Yukon	1	1	0
Total	53	53	0

Official Languages Summary Reports, Company - GBI

Participation By Occupational Category

Participation By Occupational Category	Total # of Employees	# Employees, First Official Language - English	# Employees, First Official Language - French
Managers	53	53	0
Professionals	0	0	0
Specialists & Technicians	0	0	0
Administrative Support	0	0	0
Operational	0	0	0
Total	53	53	0

Official Languages Summary Reports, Company - GBI

Internal Services to Bilingual Regions

Internal Services To Employees	Resources Providing Internal Services	Resources Serving In Emglish	Resources Serving In French
Services In National Capital Region (NCR)	6	5	5
Services In Ontario North & East	13	12	1
Services In Montreal	9	7	8
Services In Bilingual Quebec- Other	9	7	7
Services In New Brunswick	8	6	7
Total	45	37	28

Official Languages Summary Reports, Company - GBI

Supervision in Bilingual Regions

Bilingual Supervision	# of Supervisors Required To Be Bilingual	Of These, # Qualified in Both Official Languages
Supervision In National Capital Region (NCR)	5	4
Supervision In Ontario North & East	12	11
Supervision In Montreal	8	6
Supervision In Bilingual Quebec - Other	7	5
Supervision In New Brunswick	6	5
Total	38	31

Audit for departments found in Department Table and not in Departmental Security Tree

DeptID	SETID	Effective Date	Department	Loc Code	Manager ID
KF000	FRA01	01/01/1980	Node of the French Tree	KFPA0	
KJ100 - CO	JPN01	01/01/1980	Corporate HQ		
KJ101- TOK	JPN01	01/01/1980	Tokyo HQ	KJ01	
L9000	LECOM	01/01/1980	Bureau of	L1000	
L9200	LECOM	01/01/1980	Internet Section	L1000	
L9300	LECOM	01/01/1980	Intranet Section	L1000	
L9400	LECOM	01/01/1980	Internet Service Providers	L1000	
PGV10000	SHARE	01/01/1980	Department PGV10000		
PJC30000	SHARE	01/01/1980	Department PJC30000		
PSU50000	SHARE	01/01/1980	Department PSU50000		

DeptID	SETID	Effective Date	Department	Loc Code	Manager ID

Audit for departments found in Departmental Security Tree and not in Department Table

Type	Competency	Description	Category
Accountability	0156	Recognized as job expert	K
	0201	Accountability for decisions	A
	0202	Understands decison process	K
	0203	Displays confidence & maturity	O
	0241	Works well under pressure	A
	0802	Exhibits no racism or sexism	O
Banking Experience	3001	Loan Officer Experience	S
	3002	Account Officer Experience	S
	3003	Customer Rep Experience	S
	3004	Financial Experience	K
	3005	Teller	S
	3006	Banking Procedures	S
	3007	Branch Office Procedures	S
	3008	Salesmanship	S
	3009	Branch Manager	S
	3010	Scheduling	S
	3011	Economic Forecasting	S
	3012	Business Services	S
	3013	Banking Operations	S
	3014	Loan Experience	S
	3015	Branch Administration	S
	3016	Collections	S
	3017	Mortgage Banking	K
	3018	Business Banking	S
	3019	World Banking	O
	3020	Real Estate	O
Business Planning	0101	Analytical thinking	A
	4009	Strategic Planning	S
	4015	Planning & Scheduling	S
Communication	0152	Debates issues unabrasively	A
	0153	Articulate & concise	S
	0154	Organize & present ideas well	S
	0242	Shows honesty & integrity	O
	0250	Informs Superiors	A
	0502	Communication Skills	A
	5015	Delivering Oral Presentations	S
Cooperative	0158	Colloborates on projects	A
	0204	Interpersonal understanding	A
	0205	Teamwork and cooperation	S
	0210	Ability to transfer knowledge	S
	0514	Teamwork	A
Customer Service	0512	Service Orientation	A
	0700	Customer Service Orientation	O
	0701	Relationship Building	A
	0702	Conflict resolution	S
	0703	Negotiation/mediation	S
	0705	Ability to listen & respond	A

Category

Accomplishment

Degree		Education Level	Country
A	Advanced Level		United Kingdom
AA	Associate of Arts		
AAS	Associate of Applied Science		
ABA	Associate of Business Admin		
AE	Associate of Engineering		
AS	Associate of Science		
BA	Bachelor of Arts		
BBA	Bachelor of Business Admin		
BE	Bachelor of Engineering		
BFA	Bachelor of Fine Arts		
BN	Bachelor of Nursing Degree		
BS	Bachelor of Science	University	
BSA	BS Animal Husbandry	University	
BSL	Bachelor of Science - Law		
BT	Bachelor of Theology		
CER	Certificate		
DBA	Doctor of Business Admin		
DBU	Diploma in Business	Trade School	
DED	Doctor of Education		
DIP	Diploma		
GCSE	General Cert-Secondary Educatn		United Kingdom
HS	High School Graduate		
JD	Juris Doctor		
MA	Master of Arts		
MBA	Master of Business Admin		
MCE	Master of Civil Engineering		
MD	Doctor of Medicine		
MDI	Master of Divinity		
ME	Master of Engineering		
MED	Master of Education		
MEE	Master of Electrical Enginrg		
MFA	Master of Fine Arts		
MME	Master of Mechanical Enginrg		
MS	Master of Science		
MSL	Master of Science - Law		
MT	Master of Theology		
NG	Non-Graduate		
O	Ordinary Level		United Kingdom
PHD	Doctor of Philosophy		
PHE	Doctor of Engineering		
PHS	Doctor of Science		
RN	Registered Nurse		
SEC	Secretarial Certificate		
TS	Trade School Graduate		

Honor or Award

BOD	Board of Directors Appointment
CMT	Certificate of Merit Award
CSS	Community Service Award
DCN	Dale Carnegie
DEA	Dean's Award
DLA	Distinguished Lectureship Awrd
EDU	Education Award
HDD	Honorary Doctorate Degree
MBE	Member of the British Empire
NMS	National Merit Scholarship
OBE	Order of the British Empire
OCA	Outstanding Contributor Award
PRE	President's Award
PUB	Publication Award
RPG	Research & Publications Grant
RYA	Retiree of the Year Award
SCL	Sales Excellence Club
SER	Service Award
SFT	Safety Prevention Award
SPY	Sales Person of the Year
TST	Toastmasters

Category

Accomplishment

VYA	Volunteer of the Year Award

License or Certification		Renewal Period
ACCA	Assoc Chartered Certif Accntnt	
ACMA	Assoc of Cost Mgmt Accountants	
CGA	Certified General Accountant	
CIRM	Integrated Resource Management	
CNA	Nurse Administrator	
CNAA	Nurse Administrator, Advanced	
CPA	Certified Public Accountant	
CPIM	Production and Inventory Mgmt	
CPM	Procurement Management	
CPR	Cardio Pulmonary Resuscitation	2 Years
HCV	Cardiovascular Technology	
HET	Emergency Medicine Technology	
HIC	Infection Control	
HMC	Hazardous Materials Certificte	
HNA	Nurse Anesthesiology	
HRD	Radiology Diagnosis	
NAPM	National Assn Purchasing Mgrs	
PMA	Personnel Management Associatn	
SRP	Safety Recognition Program	24 Months
WSA	WHIMIS Safety Associate	

Language

AF	Afrikaans
AM	Amharic
AR	Arabic
ASL	American Sign Language
BH	Bahasa (Indonesian)
BO	Bengali
BU	Burmese
CC	Chinese (Cantonese)
CH	Chinese (Other)
CM	Chinese (Mandarin)
CS	Chinese (Shanghai)
CZ	Czech
DA	Danish
DU	Dutch
EN	English
FA	Farsi (Persian)
FL	Flemish
FR	French
FS	Finish
GE	German
GR	Greek
HE	Hebrew
HI	Hindi
HU	Hungarian
IA	Indian (Kannada)
IH	Indian (Hindi)
IK	Indian (Konkani)
IN	Indian
IT	Italian
JA	Japanese
KI	Kiswahili
KO	Korean
LA	Latvian
LI	Lithuanian
LO	Laotian
LT	Latin
MAL	Malay
NO	Norwegian
PH	Polish
PO	Portuguese
RO	Rumanian
RU	Russian
SI	Swahili
SP	Spanish

Category

Accomplishment

SR	Serbo-Croatian
SW	Swedish
TA	Tagalog (Philippines)
TE	Telugu
TH	Thai
TI	Tamil (India)
TM	Tamil (Ceylon)
TU	Turkish
TW	Twi (Ghana)
UK	Ukrainian
UR	Urdu (Pakistan)
VI	Vietnamese
WE	Welsh

Membership

ACS	American Compensation Society
AGM	Alliance of Gov't Managers
AIT	Association Intl Toastmasters
AMA	American Marketing Association
APM	Association of Procurement Mgr
ASM	Association for Systems Mgmt
BPW	Business & Professional Women
CBP	Certified Benefits Professnls
CSA	Chartered Secretaries & Admnst
FEI	Financial Executives Institute
HRA	Human Resources Association
ICA	Institute of Chartered Accnts
IOD	Institute of Directors
IOM	Institute of Managers
IPD	Institue of Personnel & Develp
MMS	Materials Management Society
NAP	North American Payroll Assoc.
NAR	Nat'l Assoc of Retired EEs
PSA	Professional Secretaries Assoc
PTD	Professional Training & Devlmp
RNA	Registered Nurses Association
SIM	Society for Information Mgmt

Test

1000	General Clerical Skills
1001	General Secretarial Skills
1002	General Receptionist Skills
1003	Computer Operator Skills
1004	Office Management Skills
1005	Customer Service Skills
1006	Accounting Aptitude Test
1007	General Aptitude Test
1008	Programmer's Aptitude Test
1009	Business English
1010	Business Mathematics
1011	Language Translation
1012	Adapability Test
1013	Motivation Analysis Test
1014	Memory Retention Test
1015	Non-Verbal Reasoning Test
1016	Complex Problem Solving
1017	Perceptual Speed Test
1018	Spelling Test
1019	Personality Profile
1020	Team Compatibility
1021	Data Entry-Speed & Accuracy
1022	Typing-Speed & Accuracy
1023	Transcription Skills
1024	Legal Form Creation
1025	Internet Navigation Test
2000	MS Word - 5.0 thru 7.0
2001	MS Excel - 5.0 thru 7.0
2002	MS Powerpoint - 5.0 thru 7.0
2003	Windows 95

Category

Accomplishment

2004	Windows NT
2005	General Office Equipment Test
3000	Alcohol Testing
3001	Drug Testing
3002	Polygraph Test
3003	Driving Test
3004	Vision Test
3005	General Physical
3006	Mental Alertness Test
3007	Physical Agility Test
5000	Mechanical Concepts Test
5001	Technician Electronics Test
5003	Industrial Reading Test
5004	Blueprint Reading Test
5005	Hand Tool Dexterity Test
5006	Grooved Pegboard Test

Course	Description	Abbrev	Course Type	Int/ Ext	Duration	Duration Interval	School Code	School
K001	Time Management	Time Mgmt	Skill Dev	I	2.00	Day		
K002	Corporate Orientation	Corp Ops	Functional	I	3.00	Hour		
K003	Performance Management	Perf Mgmt	Skill Dev	I	1.00	Day		
K004	Gender Communication	Gndr Comm	Skill Dev	I	1.00	Hour		
K005	Professional Presentations	Prof Pres	Skill Dev	I	3.00	Day		
K006	Conducting Performance Reviews	Perf Revws	Skill Dev	I	1.00	Day		
K007	Effective Interviewing	Eff Intvw	Skill Dev	I	1.00	Day		
K008	Discrimination in Workplace	Discrimntn	Skill Dev	I	4.00	Hour		
K009	Mentoring & Coaching Skills	Mentoring	Supv Skill	I	1.00	Day		
K010	Leadership Skills for Managers	Leadership	Supv Skill	I	1.00	Day		
K011	Workplace Harrassment	Wrk Harras	Mgmt Devel	I	1.00	Day		
K012	Project Management	Proj Mgmt	Skill Dev	I	4.00	Day		
K013	PeopleSoft HRMS	PS HRMS	Functional	I	2.00	Day		
K014	PeopleSoft Financials	PS Financl	Functional	I	2.00	Day		
K015	Visual Basic Programming	VB Prog	Technical	I	4.00	Day		
K017	Java Programming	Java Prog	Technical	I	4.00	Day		
K018	PeopleTools 1	PTools 1	Technical	I	5.00	Day		
K019	PeopleTools 2	PTools 2	Technical	I	5.00	Day		
K020	Systems Analysis & Design	SA&Design	Technical	I	2.00	Day		
K021	Database Design	DB Design	Technical	I	2.00	Day		
K022	Computer Basics: Using a PC	Cmptr Basc	Skill Dev	I	0.00	Day		
KF001	Time Management	Time Mgmt	Contin Ed	I	2.00	Day		
KF002	Corporate Orientation	Corp Ops	Contin Ed	I	3.00	Hour		
KF003	Performance Management	Perf Mgmt	Contin Ed	I	1.00	Day		
KF004	Project Management	Proj Mgmt	Contin Ed	I	4.00	Day		
L006	Network Operations	Net Ops	Technical	I	1.00	Day		
L100	Federal Human Resources	Fed HR	Functional	I	1.00	Day		
L101	Working with PAR Processing	PARs Proc	Functional	I	1.00	Day		
L102	Processing WGI's	WGI's	Functional	I	3.00	Hour		
L103	Processing Government Forms	Gvt Forms	Functional	I	1.00	Hour		
L104	Federal Gov't Orientation	Orientatn	Mgmt Devel	I	1.00	Hour		

End of Report

Code	Description	Short Description
ACCA	Assoc Chartered Certif Accntnt	CC Accnt
ACMA	Assoc of Cost Mgmt Accountants	CM Accnts
CGA	Certified General Accountant	CGA
CIRM	Integrated Resource Management	Resc Mgmt
CNA	Nurse Administrator	Nurse Adm
CNAA	Nurse Administrator, Advanced	Adv Admin
CPA	Certified Public Accountant	CPA
CPIM	Production and Inventory Mgmt	Prod/Inven
CPM	Procurement Management	Procuremnt
CPR	Cardio Pulmonary Resuscitation	CPR
HCV	Cardiovascular Technology	Cardio Tch
HET	Emergency Medicine Technology	Em Med Tch
HIC	Infection Control	Inf Cntrl
HMC	Hazardous Materials Certificte	HazMat Crt
HNA	Nurse Anesthesiology	Nrs Anstths
HRD	Radiology Diagnosis	Rad Diagn
NAPM	National Asscn Purchasing Mgrs	Purch Mgrs
PMA	Personnel Management Associatn	Per Mgmt
SRP	Safety Recognition Program	Sfty Recgn
WSA	WHIMIS Safety Associate	WHIMIS

End of Report

Setid	Salary Plan/Grade	Description	Effective Date	Cur Cd	<-- Hourly Min --> <-- Hourly Mid --> <-- Hourly Max -->	<-- Daily Min --> <-- Daily Mid --> <-- Daily Max -->	<-- Monthly Min --> <-- Monthly Mid --> <-- Monthly Max -->	<-- Annual Min --> <-- Annual Mid --> <-- Annual Max -->
ES	0000/ 00	Senior Executive Schedu	01/03/1999	USD	49.02C 52.88C 56.73C	0.00 0.00 0.00	8,496.8C 9,165.0C 9,833.2C	102,30C 110,35C 118,40C
SL	0000/ 00	Senior-Level	01/03/1999	USD	42.99C 49.86C 56.73C	345.11 400.25 455.39	7,451.6C 8,642.4C 9,833.2C	89,72E 104,064 118,40C
ST	0000/ 00	Scientific or Professic	01/03/1999	USD	42.99C 49.86C 56.73C	345.11 400.25 455.39	7,451.6C 8,642.4C 9,833.2C	89,72E 104,064 118,40C
ES	0000/ 00	Senior Executive Schedu	01/04/1998	USD	47.53C 52.13C 56.73C	381.54 418.46 455.39	8,238.53 9,035.87 9,833.2C	99,20C 108,80C 118,40C
SL	0000/ 00	Senior-Level	01/04/1998	USD	41.70C 49.22C 56.73C	334.73 395.06 455.39	7,228.0C 8,530.6C 9,833.2C	87,03C 102,715 118,40C
ST	0000/ 00	Scientific or Professic	01/04/1998	USD	41.70C 49.22C 56.73C	334.73 395.06 455.39	7,228.0C 8,530.6C 9,833.2C	87,03C 102,715 118,40C
ES	0000/ 00	Senior Executive Schedu	01/05/1997	USD	46.48C 50.96C 55.44C	373.08 409.04 445.0C	8,056.53 8,833.07 9,609.6C	97,00C 106,35C 115,70C
SL	0000/ 00	Senior-Level	01/05/1997	USD	40.76C 48.10C 55.44C	327.2C 386.1C 445.0C	7,065.07 8,337.34 9,609.6C	85,073 100,387 115,70C
ST	0000/ 00	Scientific or Professic	01/05/1997	USD	40.76C 48.10C 55.44C	327.2C 386.1C 445.0C	7,065.07 8,337.34 9,609.6C	85,073 100,387 115,70C
ES	0000/ 00	Senior Executive Schedu	01/07/1996	USD	45.42C 50.43C 55.44C	364.62 404.81 445.0C	7,872.8C 8,741.2C 9,609.6C	94,80C 105,25C 115,70C
SL	0000/ 00	Senior-Level	01/07/1996	USD	39.85C 47.65C 55.44C	319.85 382.42 445.0C	6,907.33 8,258.47 9,609.6C	83,16C 99,43C 115,70C
ST	0000/ 00	Scientific or Professic	01/07/1996	USD	39.85C 47.65C 55.44C	319.85 382.42 445.0C	6,907.33 8,258.47 9,609.6C	83,16C 99,43C 115,70C
ES	0000/ 00	Senior Executive Schedu	01/08/1995	USD	44.51C 49.98C 55.44C	357.31 401.15 445.0C	7,715.07 8,662.34 9,609.6C	92,90C 104,30C 115,70C
SL	0000/ 00	Senior-Level	01/08/1995	USD	39.07C 47.26C 55.44C	313.57 379.29 445.0C	6,772.13 8,190.87 9,609.6C	81,529 98,615 115,70C
ST	0000/ 00	Scientific or Professic	01/08/1995	USD	39.07C 47.26C 55.44C	313.57 379.29 445.0C	6,772.13 8,190.87 9,609.6C	81,529 98,615 115,70C
ES	0000/ 00	Senior Executive Schedu	01/09/1994	USD	44.51C 49.98C 55.44C	357.31 401.15 445.0C	7,715.07 8,662.34 9,609.6C	92,90C 104,30C 115,70C
SL	0000/ 00	Senior-Level	01/09/1994	USD	38.30C 46.87C 55.44C	307.43 376.21 445.0C	6,638.67 8,124.14 9,609.6C	79,931 97,816 115,70C
ES	0000/ 00	Senior Executive Schedu	01/10/1993	USD	44.51C 49.98C 55.44C	357.31 401.15 445.0C	7,715.07 8,662.34 9,609.6C	92,90C 104,30C 115,70C

SETID	Salary Plan/Grade/Step	Descr	Effective Date	Components		Cur	Freq	Hourly Rate	Daily Rate	Monthly Rate	Annual Rate	Rate Code Group	Percent	Po
FRA01	KF01/002/ 1	CAD	01/01/1980	KF0005	0	FRF	A	123.274162	961.538	20833.333	250000.000		0.000	
FRA01	KF01/002/ 2	CAD	01/01/1980	KF0005	0	FRF	A	167.652860	1307.692	28333.333	340000.000		0.000	
ESP01	KE01/003/ 1	Adm Mngrs	01/01/1980	KE0001	0	ESP	M	2307.692308	18461.538	400000.000	4800000.000		0.000	
				KE0002	0	ESP	M	0.000000	0.000	0.000	0.000		5.000	
ESP01	KE01/004/ 1	Assistants	01/01/1980	KE0001	0	ESP	M	2019.230769	16153.846	350000.000	4200000.000		0.000	
				KE0002	0	ESP		0.000000	0.000	0.000	0.000		5.000	
ESP01	KE01/004/ 2	Assistants	01/01/1980	KE0001	0	ESP	M	1875.000000	15000.000	325000.000	3900000.000		0.000	
				KE0002	0	ESP	M	0.000000	0.000	0.000	0.000		5.000	
ESP01	KE01/004/ 3	Assistants	01/01/1980	KE0001	0	ESP	M	1730.769231	13846.154	300000.000	3600000.000		0.000	
				KE0002	0	ESP	M	0.000000	0.000	0.000	0.000		5.000	
FRA01	KF01/001/ 1	Executive	01/01/1980	KF0005	0	FRF	A	212.031558	1653.846	35833.333	430000.000		0.000	
FRA01	KF01/001/ 2	Executive	01/01/1980	KF0005	0	FRF	A	293.392505	2288.462	49583.333	595000.000		0.000	
SHARE	KU02/001/ 1	Grade 1	01/01/1980	NAANNL	0	USD	A	3.500000	28.000	606.670	7280.000		0.000	
SHARE	KU02/001/ 2	Grade 1	01/01/1980	NAANNL	0	USD	A	3.750000	30.000	650.000	7800.000		0.000	

Action	Action Reason	Effective Date	Description	Abbrev	Canadian ROE Reason
ADD	CON	1/1/1900	Consultant	Consultant	Other
ADD	EBM	1/1/1900	Elected Board Member	Board Memb	Other
ADD	REP	1/1/1900	Replacement of an Employee	Replacemnt	Other
ADD	SEA	1/1/1900	Seasonal Activity	Seasonal	Other
ADL	ADL	1/1/1900	Additional Job	Addl Job	Other
ASC	ASC	1/1/1900	Assignment Completion	Assgn Comp	Other
ASG	FEX	1/1/1900	Foreign Expatriate Assignment	Foreign Ex	Other
ASG	FIN	1/1/1900	Foreign Inpatriate Assignment	Foreign In	Other
ASG	FLA	1/1/1900	Foreign Loan Assignment	Foreign Ln	Other
ASG	NAT	1/1/1900	Third Country National	National	Other
COM	BMC	1/1/1900	Board Member Term Completed	Board Memb	Other
COM	DEA	1/1/1900	Death	Death	Other
COM	DIS	1/1/1900	Disability	Disability	Other
COM	EOA	1/1/1900	End of Assignment	End Assign	Other
COM	INV	1/1/1900	Involuntary	Involuntry	Other
COM	RED	1/1/1900	Staff Reduction	Reduction	Other
COM	RET	1/1/1900	Retirement	Retirement	Other
COM	UNS	1/1/1900	Unsatisfactory Performance	Unsatisfac	Other
COM	VOL	1/1/1900	Voluntary	Voluntary	Other
DEM	USP	1/1/1900	Unsatisfactory Performance	Unsat Perf	Other
DET	CRN	1/1/1980	Career Enhancement	Caree Enhc	Other
DTA	CDP	1/1/1900	Correction-Department	Corrct-Dep	Other
DTA	CJC	1/1/1900	Correction-Job Code	Corrct-Job	Other
DTA	CNT	1/1/1900	Contract	Contract	Other
DTA	CPR	1/1/1900	Correction-Pay Rate	Corrct-Pay	Other
DTA	RED	1/1/1900	Redesignation	Redesig	Other
DTA	STC	1/1/1900	Status Change	Status Chg	Other
DTA	UKT	1/1/1900	UK Tax Code Change	UK Tax Chg	Other
FSC	DEA	1/1/1900	Death	Death	Other
FSC	DEP	1/1/1900	Married Dependents	Married Dp	Other
FSC	DIV	1/1/1900	Divorce	Divorce	Other
FSC	MED	1/1/1900	Medicare Entitlement	Medicare	Other
HIR	HAF	1/1/1900	Hired from Affiliate	Hire Affil	Other
HIR	LNP	1/1/1900	Loan from Parent Company	From Parnt	Other
HIR	NPS	1/1/1980	New Position	New Posn	Other
HIR	NPS	1/1/1900	New Position	New Posn	Other
HIR	TMP	1/1/1900	Temporary Assignment	Tmp Assgn	Other
HIR	TRN	1/1/1900	Trainee	Trainee	Other
HIR	XFR	1/1/1980	Transfer	Transfer	Other
JED	SSF	1/1/1900	Split Shift	Split Shft	Other
JED	TMP	1/1/1900	Temporary Assignment	Temp Assgn	Other
JRC	JRC	1/1/1900	Job Reclassification	Reclassify	Other
LOA	EDU	1/1/1900	Education	Education	Other
LOA	FML	1/1/1900	Family and Medical Leave Act	FMLA	Other
LOA	HEA	1/1/1900	Health Reasons	Health	Ill/Injury
LOA	MAT	1/1/1900	Maternity/Paternity	Maternity	Pregnancy
LOA	MIL	1/1/1900	Military Service	Military	Lv of Abs
LOA	PTD	1/1/1900	Partial/Total Disability	Pt/Tot Dis	Ill/Injury
LOA	USH	1/1/1900	Unpaid Statutory Holiday	Unpd Hlday	Other
LOF	RED	1/1/1900	Staff Reduction	Reduction	No Work
LOF	SEA	1/1/1900	Seasonal Closure	Seasonal	No Work
LOF	SLO	1/1/1900	Strike/Lock-out	Strk/Lkout	Strike
LOF	TMP	1/1/1900	Temporary Closure	Temp Close	No Work
LTD	LTD	1/1/1900	Long Term Disability With Pay	LTD w/Pay	Other
LTO	LTO	1/1/1900	Long Term Disability	LTD	Other
PAY	ADJ	1/1/1900	Adjustment	Adjustment	Other
PAY	ATB	1/1/1900	Across-The-Board	Across Brd	Other
PAY	CNV	1/1/1900	Currency Conversion	Curr Conv	Other
PAY	COL	1/1/1900	Cost-of Living Adjustment	COLA	Other
PAY	MER	1/1/1900	Merit	Merit	Other
PAY	OTH	1/1/1900	Other	Other	Other
PAY	PRO	1/1/1900	Promotion	Promotion	Other
PAY	REC	1/1/1900	Job Reclassification	Job Reclas	Other
PAY	SEN	1/1/1900	Seniority Pay	SEN	Other
PAY	SPG	1/1/1900	Step Progression	Step Prog	Other
PAY	XFR	1/1/1900	Transfer	Transfer	Other
PLA	LTD	1/1/1900	Long-Term Disability	Long-Term	Other
PLA	MAT	1/1/1900	Maternity/Paternity	Maternity	Pregnancy
PLA	MIL	1/1/1900	Military Service	Military	Lv of Abs
PLA	STD	1/1/1900	Short-Term Disability	Short-Term	Other
POS	INA	1/1/1900	Position Inactivated	Inactivate	Other
POS	JRC	1/1/1900	Job Re-Classification	Re-Class	Other
POS	NEW	1/1/1900	New Position	New Posn	Other
POS	REO	1/1/1900	Re-Organization/Restructure	Re-Org	Other
POS	STA	1/1/1900	Position Status Change	Status Chg	Other
POS	TTL	1/1/1900	Title Change	Title Chg	Other

Action	Action Reason	Effective Date	Description	Abbrev	Canadian ROE Reason
POS	UPD	1/1/1900	Position Data Update	Update	Other
POS	XFR	1/1/1900	Transfer	Transfer	Other
PRB	PRB	1/1/1980	On Probation	On Probatn	Other
PRB	PRB	1/1/1900	On Probation	On Probatn	Other
PRC	PRC	1/1/1980	Probation Completed	Prob Comp	Other
PRC	PRC	1/1/1900	Probation Completed	Prob Comp	Other
PRO	NCP	1/1/1900	Normal Career Progression	Norm Prog	Other
PRO	OPR	1/1/1900	Outstanding Performance	Outst Perf	Other
REC	REC	1/1/1980	Recall from Suspension/Layoff	Recall	Other
REC	REC	1/1/1900	Recall from Suspension/Layoff	Recall	Other
REH	REH	1/1/1900	Rehire	Rehire	Other
RET	CRE	1/1/1900	Compulsory Retirement	Comp.Retir	Other
RET	ERT	1/1/1900	Early Retirement	Early Ret	Retire <65
RET	RAT	1/1/1900	Retired from Affiliate	Ret Affil	Age 65
RET	RMT	1/1/1900	Normal Retirement	Retirement	Other
RET	VRE	1/1/1900	Voluntary Retirement	Volu.Retir	Other
RFD	RFD	1/1/1900	Return From Disability	Return-DIS	Other
RFL	AFC	1/1/1980	Assignment Fully Completed	Asgn Fully	Other
RFL	RFL	1/1/1900	Return From Leave	Retrn Lv	Other
RNW	REP	1/1/1900	Replacement of an Employee	Replacemnt	Other
RNW	SEA	1/1/1900	Seasonal Activity	Seasonal	Other
RWP	RWP	1/1/1900	Retirement With Pay	Ret w/Pay	Other
STD	STD	1/1/1900	Short Term Disability With Pay	STD w/Pay	Other
STO	STO	1/1/1900	Short Term Disability	STD	Other
SUS	DAC	1/1/1900	Disciplinary Action	Discipline	Other
SUS	DSB	1/1/1980	Disorderly Behavior	Disorderly	Other
SUS	DSB	1/1/1900	Disorderly Behavior	Disorderly	Other
SUS	ILA	1/1/1900	Illegal Action	Illegal Ac	Other
TER	ATC	1/1/1900	Agreed Term. of Apprent of CDD	Agreed Ter	Other
TER	ATT	1/1/1980	Attendance	Attendance	Dismissed
TER	ATT	1/1/1900	Attendance	Attendance	Dismissed
TER	CDE	1/1/1900	Closing Down of Establishment	Closing	Other
TER	CHI	1/1/1900	Child/House Care	Child/Hse	Quit
TER	CON	1/1/1900	Misconduct	Misconduct	Dismissed
TER	DEA	1/1/1900	Death	Death	Other
TER	DIS	1/1/1900	Dishonesty	Dishonesty	Dismissed
TER	DSC	1/1/1900	Discharge	Discharge	Dismissed
TER	EAB	1/1/1900	Employer's Anticipated Breach	Anticipate	Other
TER	EAC	1/1/1900	End of Apprenticeship Contract	End Appren	Other
TER	EES	1/1/1900	Dissatisfied w/Fellow Employee	Employees	Quit
TER	EFT	1/1/1900	End of Fixed-Term Contract	End fIxed	Other
TER	ELI	1/1/1900	Elimination of Position	Elim Posn	Other
TER	EOD	1/1/1900	End of Demand	End Demand	Other
TER	EPP	1/1/1900	Employer's End Probation Time	E End Prob	Other
TER	ERT	1/1/1900	Early Retirement	Early Ret	Retire <65
TER	FAM	1/1/1900	Family Reasons	Family Rsn	Quit
TER	GMI	1/1/1900	Gross Misconduct	Gross Misc	Other
TER	HEA	1/1/1900	Health Reasons	Health	Ill/Injury
TER	HRS	1/1/1900	Dissatisfied with Hours	Hours	Quit
TER	ILL	1/1/1900	Illness in Family	Illness	Quit
TER	INS	1/1/1900	Insubordination	Insubordin	Dismissed
TER	JOB	1/1/1900	Job Abandonment	Job Aband	Other
TER	LOC	1/1/1900	Dissatisfied with Location	Location	Quit
TER	LTC	1/1/1900	Legal Termination of Contract	Legal End	Other
TER	LVE	1/1/1900	Failure to Return from Leave	Leave	Dismissed
TER	MAR	1/1/1900	Marriage	Marriage	Quit
TER	MIS	1/1/1900	Misstatement on Application	Misstatemt	Dismissed
TER	MUT	1/1/1900	Mutual Consent	Mut Consnt	Quit
TER	OTP	1/1/1900	Resignation-Other Position	Other Posn	Quit
TER	PAB	1/1/1900	Payee's Anticipated Breach	Anticipate	Other
TER	PAY	1/1/1900	Dissatisfied with Pay	Pay	Quit
TER	PCD	1/1/1900	Premises Closed	Premises	Other
TER	PER	1/1/1900	Personal Reasons	Personal	Quit
TER	POL	1/1/1900	Dissatisfied w/Comp. Policies	Comp Polic	Quit
TER	PPO	1/1/1900	Pension Payee Off	Pension Of	Other
TER	PPP	1/1/1900	Payee's End Probation Time	P End Prob	Other
TER	PRM	1/1/1900	Dissatisfied w/Promotion Opps	Promo Opps	Quit
TER	PTD	1/1/1900	Partial/Total Disability	Pt/Tot Dis	Ill/Injury
TER	RAT	1/1/1900	Retired from Affiliate	Ret Affil	Age 65
TER	RED	1/1/1900	Staff Reduction	Reduction	No Work
TER	REF	1/1/1900	Refused Transfer	Refus Xfer	Other
TER	REL	1/1/1900	Relocation	Relocation	Quit
TER	RES	1/1/1900	Resignation	Resignatn	Quit
TER	RET	1/1/1900	Return to School	School	School
TER	RLS	1/1/1900	Release	Release	Dismissed
TER	RWU	1/1/1900	Receveivership or Wind-Up	Wind-Up	Other

Action	Action Reason	Effective Date	Description	Abbrev	Canadian ROE Reason
TER	SUP	1/1/1900	Dissatisfied with Supervision	Supervisn	Quit
TER	TAF	1/1/1900	Transfer to Affiliate	Tran Affil	Other
TER	TAR	1/1/1900	Tardiness	Tardiness	Dismissed
TER	TMP	1/1/1900	End Temporary Employment	End TmpEmp	No Work
TER	TRA	1/1/1900	Transportation Problems	Transportn	Quit
TER	TYP	1/1/1900	Dissatisfied w/Type of Work	Work Type	Quit
TER	UFC	1/1/1900	Unforseen Circumstances	Unforseen	Other
TER	UNS	1/1/1900	Unsatisfactory Performance	Unsat Perf	Dismissed
TER	VIO	1/1/1900	Violation of Rules	Violation	Dismissed
TER	VSP	1/1/1900	Voluntary Separation Program	Vol Separ	Other
TER	WOR	1/1/1900	Dissatisfied w/Work Conditions	Work Conds	Quit
TWB	TWB	1/1/1900	Terminated With Benefits	Term w/Ben	Other
TWP	TWP	1/1/1900	Termination With Pay	Term w/Pay	Other
XFR	EER	1/1/1900	Employee Request	Ee Request	Other
XFR	INT	1/1/1960	Internal Recruitment	Int Recrt	Other
XFR	MRR	1/1/1900	Manager Request	Mgr Reqst	Other
XFR	PRO	1/1/1900	Promotion	Promotion	Other
XFR	ROR	1/1/1900	Reorganization	Reorg	Other
XFR	TAF	1/1/1900	Transfer to Affiliate	Tran Affil	Other

Set Letter Code	Letter Code	Decription	Short Description
Employee Review Letters			
	LAT	Performance Review is Late	Late Revw
	REV	Performance Review Reminder	Reminder
Manage Labor Relation			
	DAF	Disciplinary Action Filing	Filing
	DAR	Disciplinary Action Resolution	Resolution
	GRF	Grievance Filing	Filing
	GRR	Grievance Resolution	Resolution
Recruitment Letters			
	ACQ	Applicant-Consider Qualifictns	Consider
	ANO	Applicant-No Current Openings	No opening
	IR	Applicant Interview Rejection	Reject
	IS1	Applicant Interview - Level 1	Intervw 1
	IS2	Applicant Interview - Level 2	Intervw 2
	IS3	Applicant Interview - Level 3	Intervw 3
	LAQ	Acknowledgement Letter	Acknow Let
	OF1	Job Offer to Applicant-Offer1	Job Offer1
	OF2	Job Offer to Applicant-Offer2	Job Offer2
Training Letters			
	CAN	Training Cancellation Letter	Cancelled
	CON	Training Confirmation Letter	Confirmed
	RSC	Training Rescheduled Letter	Reschedule
	WTC	Training Waitlisted - Course	Crse Wait
	WTS	Training Waitlisted - Session	Sessn Wait

Job Class	Effective Date	Job Comparison Criteria: Skill	Effort	Responsibility	Wrk Conditions	Total Points
KC1	1/1/1980	300	1000	500	400	2200
KC2	1/1/1980	200	500	1000	200	1900
KC3	1/1/1980	600	100	200	1000	1900
KC4	1/1/1980	1000	100	100	100	1300

End of Report

NOC Code	Effective Date	Description	Occupational Group	Skill Level
0011	01/01/1900	Legislators	01 Senior Managers	N/A
0012	01/01/1900	Snr Govt Mgrs & Officials	01 Senior Managers	N/A
0013	01/01/1900	Snr Mgrs-Fin/Comm/Carriers/Oth	01 Senior Managers	N/A
0014	01/01/1900	Snr Mgrs-Hlth/Educ/Social/Comm	01 Senior Managers	N/A
0015	01/01/1900	Snr Mgrs-Trde/Broadcst/Oth Srv	01 Senior Managers	N/A
0016	01/01/1900	Snr Mgrs-Goods Prod/Util/Trans	01 Senior Managers	N/A
0111	01/01/1900	Financial Managers	02 Middle and Other Managers	N/A
0112	01/01/1900	Human Resources Managers	02 Middle and Other Managers	N/A
0113	01/01/1900	Purchasing Managers	02 Middle and Other Managers	N/A
0114	01/01/1900	Other Administrative Srvs Mgrs	02 Middle and Other Managers	N/A
0121	01/01/1900	Ins/Real Est/Fin Brokrage Mgrs	02 Middle and Other Managers	N/A
0122	01/01/1900	Banking/Credit/Other Invt Mgrs	02 Middle and Other Managers	N/A
0123	01/01/1900	Other Business Srvs Mgrs	02 Middle and Other Managers	N/A
0131	01/01/1900	Telecmmunication Carriers Mgrs	02 Middle and Other Managers	N/A
0132	01/01/1900	Postal & Courier Srvs Mgrs	02 Middle and Other Managers	N/A
0211	01/01/1900	Engineering Managers	02 Middle and Other Managers	N/A
0212	01/01/1900	Architecture & Science Mgrs	02 Middle and Other Managers	N/A
0213	01/01/1900	Info Systems/Data Proc Mgrs	02 Middle and Other Managers	N/A
0311	01/01/1900	Managers in Health Care	02 Middle and Other Managers	N/A
0312	01/01/1900	Admin:Post-Sec Educ/Voc Trning	02 Middle and Other Managers	N/A
0313	01/01/1900	Schl Prncpl/Admn:Elem&Sec Educ	02 Middle and Other Managers	N/A
0314	01/01/1900	Mgrs:Social/Comm/Correct Srvs	02 Middle and Other Managers	N/A
0411	01/01/1900	Govt Mgrs:Hlth & SocPol Dev/Pr	02 Middle and Other Managers	N/A
0412	01/01/1900	Govt Mgrs:Econ Anal/Pol Dev/Pr	02 Middle and Other Managers	N/A
0413	01/01/1900	Govt Mgrs:Educ Pol Dev/Prg Adm	02 Middle and Other Managers	N/A
0414	01/01/1900	Other Mgrs:Public Admin	02 Middle and Other Managers	N/A
0511	01/01/1900	Lbry/Archv/Mseum/Art Gal Mgrs	02 Middle and Other Managers	N/A
0512	01/01/1900	Mgrs:Pub/Motion Pict/Brdcast/P	02 Middle and Other Managers	N/A
0513	01/01/1900	Rec & Sport Prgm & Svc Direct	02 Middle and Other Managers	N/A
0611	01/01/1900	Sales, Marketing & Ad Mgrs	02 Middle and Other Managers	N/A
0621	01/01/1900	Retail Trade Managers	02 Middle and Other Managers	N/A
0631	01/01/1900	Restaurant & Food Svc Mgrs	02 Middle and Other Managers	N/A
0632	01/01/1900	Accomodation Service Managers	02 Middle and Other Managers	N/A
0641	01/01/1900	Commissioned Police Officers	02 Middle and Other Managers	N/A
0642	01/01/1900	Fire Chiefs & Snr Officers	02 Middle and Other Managers	N/A
0643	01/01/1900	Commissioned Off, Armed Forces	02 Middle and Other Managers	N/A
0651	01/01/1900	Other Services Managers	02 Middle and Other Managers	N/A
0711	01/01/1900	Construction Managers	02 Middle and Other Managers	N/A
0712	01/01/1900	Res Home Builders & Renovators	02 Middle and Other Managers	N/A
0713	01/01/1900	Transportation Managers	02 Middle and Other Managers	N/A
0721	01/01/1900	Facility Operation Managers	02 Middle and Other Managers	N/A
0722	01/01/1900	Maintenance Managers	02 Middle and Other Managers	N/A
0811	01/01/1900	Prim Prod Mgrs (Ex Agricltre)	02 Middle and Other Managers	N/A
0911	01/01/1900	Manufacturing Managers	02 Middle and Other Managers	N/A
0912	01/01/1900	Utilities Managers	02 Middle and Other Managers	N/A
1111	01/01/1900	Fin Auditors & Accountants	03 Professionals	A
1112	01/01/1900	Fin & Investment Analysts	03 Professionals	A
1113	01/01/1900	Secur Agents/Invest Dlrs/Trdrs	03 Professionals	A
1114	01/01/1900	Other Financial Officers	03 Professionals	A
1121	01/01/1900	Specialists:Human Resources	03 Professionals	A
1122	01/01/1900	Prof Occup:Busnss Srvs to Mgmt	03 Professionals	A
2111	01/01/1900	Physicists & Astronomers	03 Professionals	A
2112	01/01/1900	Chemists	03 Professionals	A
2113	01/01/1900	Geolgsts/Geochmsts/Geophyscsts	03 Professionals	A
2114	01/01/1900	Meteorologists	03 Professionals	A
2115	01/01/1900	Oth Prof Occups:Physical Sci	03 Professionals	A
2121	01/01/1900	Biologists & Related Scientsts	03 Professionals	A
2122	01/01/1900	Forestry professionals	03 Professionals	A
2123	01/01/1900	Agri Reps/Consultnts/Specalsts	03 Professionals	A
2131	01/01/1900	Civil Engineers	03 Professionals	A
2132	01/01/1900	Mechanical Engineers	03 Professionals	A
2133	01/01/1900	Elect & Electronics Engineers	03 Professionals	A
2134	01/01/1900	Chemical Engineers	03 Professionals	A
2141	01/01/1900	Indust & Manufactrng Engineers	03 Professionals	A
2142	01/01/1900	Metallurgical & Materials Eng	03 Professionals	A
2143	01/01/1900	Mining Engineers	03 Professionals	A
2144	01/01/1900	Geological Engineers	03 Professionals	A
2145	01/01/1900	Petroleum Engineers	03 Professionals	A
2146	01/01/1900	Aerospace Engineers	03 Professionals	A
2147	01/01/1900	Computer Engineers	03 Professionals	A
2148	01/01/1900	Other Prof Engineers, nec	03 Professionals	A
2151	01/01/1900	Architects	03 Professionals	A
2152	01/01/1900	Landscape Architects	03 Professionals	A

NOC Code	Effective Date	Description	Occupational Group	Skill Level
2153	01/01/1900	Urban & Land Use Planners	03 Professionals	A
2154	01/01/1900	Land Surveyors	03 Professionals	A
2161	01/01/1900	Math/Statisticians/Actuaries	03 Professionals	A
2162	01/01/1900	Computer Systems Analysts	03 Professionals	A
2163	01/01/1900	Computer Programmers	03 Professionals	A
3111	01/01/1900	Specialist Physicians	03 Professionals	A
3112	01/01/1900	GP & Family Physicians	03 Professionals	A
3113	01/01/1900	Dentists	03 Professionals	A
3114	01/01/1900	Veterinarians	03 Professionals	A
3122	01/01/1900	Chiropractors	03 Professionals	A
3123	01/01/1900	Oth Prof Occ:Hlth Diag/Treatng	03 Professionals	A
3121	01/01/1900	Optometrists	03 Professionals	A
3131	01/01/1900	Pharmacists	03 Professionals	A
3132	01/01/1900	Dietitians & Nutritionists	03 Professionals	A
3141	01/01/1900	Audiologsts/Spch-Language Path	03 Professionals	A
3142	01/01/1900	Physiotherapists	03 Professionals	A
3143	01/01/1900	Occupational Therapists	03 Professionals	A
3144	01/01/1900	Oth Prof Occs:Therapy & Assess	03 Professionals	A
3151	01/01/1900	Head Nurses & Supervisors	03 Professionals	A
3152	01/01/1900	Registered Nurses	03 Professionals	A
4111	01/01/1900	Judges	03 Professionals	A
4112	01/01/1900	Lawyers & Quebec Notaries	03 Professionals	A
4121	01/01/1900	University Professors	03 Professionals	A
4122	01/01/1900	Post-Sec Teaching & Resrch Ass	03 Professionals	A
4131	01/01/1900	College/Other Vocational Instr	03 Professionals	A
4141	01/01/1900	Secondary School Teachers	03 Professionals	A
4142	01/01/1900	Elem Schl & Kindrgrtn Teachers	03 Professionals	A
4143	01/01/1900	School & Guidance Counselors	03 Professionals	A
4151	01/01/1900	Psychologists	03 Professionals	A
4153	01/01/1900	Family/Marriage/Oth Rel Counsl	03 Professionals	A
4154	01/01/1900	Ministers of Religion	03 Professionals	A
4155	01/01/1900	Probtion/Parole Off/Rel Occups	03 Professionals	A
4161	01/01/1900	Nat-App Sci Pol Rsrch/Conslt/P	03 Professionals	A
4162	01/01/1900	Ecnmsts/Econ Pol Rsrch/Anlysts	03 Professionals	A
4163	01/01/1900	Econ Dev/Markting Rsrch/Conslt	03 Professionals	A
4164	01/01/1900	Soc Pol Rsrch/Consult/Prgm Off	03 Professionals	A
4165	01/01/1900	Hlth Pol Rsrch/Conslt/Prgm Off	03 Professionals	A
4166	01/01/1900	Educ Pol Rsrch/Conslt/Prgm Off	03 Professionals	A
4167	01/01/1900	Rec & Sports Prgm Supv/Consult	03 Professionals	A
4168	01/01/1900	Prgm Officers Unique to Govt	03 Professionals	A
4169	01/01/1900	Oth Prof Occs:Social Sci, nec	03 Professionals	A
4152	01/01/1900	Social Workers	03 Professionals	A
5111	01/01/1900	Librarians	03 Professionals	A
5112	01/01/1900	Conservators & Curators	03 Professionals	A
5113	01/01/1900	Archivists	03 Professionals	A
5121	01/01/1900	Writers	03 Professionals	A
5122	01/01/1900	Editors	03 Professionals	A
5123	01/01/1900	Journalists	03 Professionals	A
5124	01/01/1900	Prof Occups:Public Rel & Comm	03 Professionals	A
5125	01/01/1900	Transltrs/Termnlgsts/Interprtr	03 Professionals	A
5131	01/01/1900	Prodcrs/Dirctrs/Chorgrphrs/Rel	03 Professionals	A
5132	01/01/1900	Conductors/Composers/Arrangers	03 Professionals	A
5133	01/01/1900	Musicians & Singers	03 Professionals	A
5134	01/01/1900	Dancers	03 Professionals	A
5135	01/01/1900	Actors	03 Professionals	A
5136	01/01/1900	Paintrs/Sclptrs/Oth Vis Artsts	03 Professionals	A
2211	01/01/1900	App Chemicl Technologsts/Techs	04 Semi-Professions & Technicns	B
2212	01/01/1900	Geologicl/Min Technlgsts/Techs	04 Semi-Professions & Technicns	B
2213	01/01/1900	Meteorological Techs	04 Semi-Professions & Technicns	B
2221	01/01/1900	Biologicl Technologsts & Techs	04 Semi-Professions & Technicns	B
2222	01/01/1900	Agricltrl/Fish Products Inspct	04 Semi-Professions & Technicns	B
2223	01/01/1900	Forestry Technologists & Techs	04 Semi-Professions & Technicns	B
2224	01/01/1900	Conservation & Fishery Officrs	04 Semi-Professions & Technicns	B
2225	01/01/1900	Landscpe/Hortclt Techs/Speclts	04 Semi-Professions & Technicns	B
2231	01/01/1900	Civil Eng Technologists/Techs	04 Semi-Professions & Technicns	B
2232	01/01/1900	Mechanicl Eng Technlgsts/Techs	04 Semi-Professions & Technicns	B
2233	01/01/1900	IndustEng/ManuTechnlgsts/Techs	04 Semi-Professions & Technicns	B
2234	01/01/1900	Construction Estimators	04 Semi-Professions & Technicns	B
2241	01/01/1900	Elect/ElectrncsEngTechnlgsts/T	04 Semi-Professions & Technicns	B
2242	01/01/1900	Electrnc Serv Techs (House/Bus	04 Semi-Professions & Technicns	B
2243	01/01/1900	Indust Instr Techs & Mechanics	04 Semi-Professions & Technicns	B
2244	01/01/1900	AirCraft Instr/Elect & Avionic	04 Semi-Professions & Technicns	B
2251	01/01/1900	Architectrl Technlgsts & Techs	04 Semi-Professions & Technicns	B

NOC Code	Effective Date	Description	Occupational Group	Skill Level
2252	01/01/1900	Industrial Designers	04 Semi-Professions & Technicns	B
2253	01/01/1900	Draft & Desgn Technlgsts/Techs	04 Semi-Professions & Technicns	B
2254	01/01/1900	Survey Technologists & Techs	04 Semi-Professions & Technicns	B
2255	01/01/1900	Mapping & Rel Technlgsts/Techs	04 Semi-Professions & Technicns	B
2261	01/01/1900	Non-Destructve Testers/Inspect	04 Semi-Professions & Technicns	B
2262	01/01/1900	Eng Inspect & Regulatory Off	04 Semi-Professions & Technicns	B
2263	01/01/1900	Insp:Public & Env Hlth/Occ Hlt	04 Semi-Professions & Technicns	B
2264	01/01/1900	Construction Inspectors	04 Semi-Professions & Technicns	B
2271	01/01/1900	Air Pilots, Flight Eng & Flyin	04 Semi-Professions & Technicns	B
2272	01/01/1900	Air Traffic Control Occups	04 Semi-Professions & Technicns	B
2273	01/01/1900	Deck Officers, Water Transport	04 Semi-Professions & Technicns	B
2274	01/01/1900	Engineer Off, Water Transport	04 Semi-Professions & Technicns	B
2275	01/01/1900	Railway/Marine Traf Controllrs	04 Semi-Professions & Technicns	B
3211	01/01/1900	Med Lab Tech/Pathologists Ass	04 Semi-Professions & Technicns	B
3212	01/01/1900	Medical Laboratory Techs	04 Semi-Professions & Technicns	B
3213	01/01/1900	Animal Health Technologists	04 Semi-Professions & Technicns	B
3214	01/01/1900	Resp Therapists & Clinical Per	04 Semi-Professions & Technicns	B
3215	01/01/1900	Medical Radiation Technologsts	04 Semi-Professions & Technicns	B
3216	01/01/1900	Medical Sonographers	04 Semi-Professions & Technicns	B
3217	01/01/1900	Cardiology Technologists	04 Semi-Professions & Technicns	B
3218	01/01/1900	Electroencephalographic/Oth Di	04 Semi-Professions & Technicns	B
3219	01/01/1900	Oth Med Technologists & Techs	04 Semi-Professions & Technicns	B
3221	01/01/1900	Denturists	04 Semi-Professions & Technicns	B
3222	01/01/1900	Dent Hygiensts & Dent Therpsts	04 Semi-Professions & Technicns	B
3223	01/01/1900	Dental Technicians	04 Semi-Professions & Technicns	B
3231	01/01/1900	Opticians	04 Semi-Professions & Technicns	B
3232	01/01/1900	Midwives & Pract of Nat Healng	04 Semi-Professions & Technicns	B
3233	01/01/1900	Registered Nursing Assistants	04 Semi-Professions & Technicns	B
3234	01/01/1900	Ambulnce Att & Oth Paramed Occ	04 Semi-Professions & Technicns	B
3235	01/01/1900	Oth Tech Occups:Therpy/Assess	04 Semi-Professions & Technicns	B
4211	01/01/1900	Paralegal & Related Occups	04 Semi-Professions & Technicns	B
4212	01/01/1900	Comm & Social Service Workers	04 Semi-Professions & Technicns	B
4213	01/01/1900	Employment Counselors	04 Semi-Professions & Technicns	B
4214	01/01/1900	Early Childhood Educators	04 Semi-Professions & Technicns	B
4215	01/01/1900	Instr & Teachrs:Disabld Persns	04 Semi-Professions & Technicns	B
4216	01/01/1900	Other Instructors	04 Semi-Professions & Technicns	B
4217	01/01/1900	Other Religious Occupations	04 Semi-Professions & Technicns	B
5211	01/01/1900	Library/Archive Techs & Assis	04 Semi-Professions & Technicns	B
5212	01/01/1900	Tech Occups:Museums & Gallries	04 Semi-Professions & Technicns	B
5221	01/01/1900	Photographers	04 Semi-Professions & Technicns	B
5222	01/01/1900	Film & Video Camera Operators	04 Semi-Professions & Technicns	B
5223	01/01/1900	Graphic Arts Technicians	04 Semi-Professions & Technicns	B
5224	01/01/1900	Broadcast Technicians	04 Semi-Professions & Technicns	B
5225	01/01/1900	Audio & Video Recording Techs	04 Semi-Professions & Technicns	B
5226	01/01/1900	Oth Tech Occ:Motion Pict/Broad	04 Semi-Professions & Technicns	B
5227	01/01/1900	Support & Assis Occ:Motion Pic	04 Semi-Professions & Technicns	B
5231	01/01/1900	Announcers & Other Broadcastrs	04 Semi-Professions & Technicns	B
5232	01/01/1900	Other Performers	04 Semi-Professions & Technicns	B
5241	01/01/1900	Graphic Designers/Illus Artsts	04 Semi-Professions & Technicns	B
5242	01/01/1900	Interior Designers	04 Semi-Professions & Technicns	B
5243	01/01/1900	Theatre/Fashn/Exhibit/Oth Crea	04 Semi-Professions & Technicns	B
5244	01/01/1900	Artisans & Craftspersons	04 Semi-Professions & Technicns	B
5245	01/01/1900	Patternmkrs-Textle/Leather/Fur	04 Semi-Professions & Technicns	B
5251	01/01/1900	Athletes	04 Semi-Professions & Technicns	B
5252	01/01/1900	Coaches	04 Semi-Professions & Technicns	B
5253	01/01/1900	Sports Officials & Referees	04 Semi-Professions & Technicns	B
5254	01/01/1900	Prgm Leaders/Instr:Rec & Sport	04 Semi-Professions & Technicns	B
1211	01/01/1900	Supv/Gen Office/Admn Supprt Cl	05 Supervisors	B
1212	01/01/1900	Supv/Finance/Insurance Clerks	05 Supervisors	B
1213	01/01/1900	Supv/Library/Correspndnce/Rel	05 Supervisors	B
1214	01/01/1900	Supv/Mail/Message Distr Occups	05 Supervisors	B
1215	01/01/1900	Supv/Recording/Distr/Schedulin	05 Supervisors	B
6211	01/01/1900	Retail Trade Supervisors	05 Supervisors	B
6212	01/01/1900	Food Service Supervisors	05 Supervisors	B
6213	01/01/1900	Executive Housekeepers	05 Supervisors	B
6214	01/01/1900	Dry Cleaning & Laundry Supv	05 Supervisors	B
6215	01/01/1900	Cleaning Supervisors	05 Supervisors	B
6216	01/01/1900	Other Service Supervisors	05 Supervisors	B
7211	01/01/1900	Supv, Machinists & Rel Occups	06 Supv-Crafts & Trades	B
7212	01/01/1900	Contractors/Supv:Elect Trades/	06 Supv-Crafts & Trades	B
7213	01/01/1900	Contractors/Supv:Pipefitting T	06 Supv-Crafts & Trades	B
7214	01/01/1900	Contractors/Supv:Metal Forming	06 Supv-Crafts & Trades	B
7215	01/01/1900	Contractors/Supv:Carpentry Tra	06 Supv-Crafts & Trades	B

NOC Code	Effective Date	Description	Occupational Group	Skill Level
7216	01/01/1900	Contractors/Supv:Mechanic Trad	06 Supv-Crafts & Trades	B
7217	01/01/1900	Contractors/Supv:Heavy Constru	06 Supv-Crafts & Trades	B
7218	01/01/1900	Supv, Printing & Rel Occups	06 Supv-Crafts & Trades	B
7219	01/01/1900	Contractors/Supv:Oth Construct	06 Supv-Crafts & Trades	B
7221	01/01/1900	Supv:Railway Transport Operati	06 Supv-Crafts & Trades	B
7222	01/01/1900	Supv:Motor Transport/Oth Groun	06 Supv-Crafts & Trades	B
8211	01/01/1900	Supv:Logging & Forestry	06 Supv-Crafts & Trades	B
8221	01/01/1900	Supv:Mining & Quarrying	06 Supv-Crafts & Trades	B
8222	01/01/1900	Supv:Oil/Gas Drilling & Servce	06 Supv-Crafts & Trades	B
8251	01/01/1900	Farmers & Farm Managers	06 Supv-Crafts & Trades	B
8252	01/01/1900	Agricultural/Rel Service Contr	06 Supv-Crafts & Trades	B
8253	01/01/1900	Farm Supv/Specialized Livestoc	06 Supv-Crafts & Trades	B
8254	01/01/1900	Nursery/Greenhouse Ops & Mgrs	06 Supv-Crafts & Trades	B
8255	01/01/1900	Landscaping/Grounds Maint Cont	06 Supv-Crafts & Trades	B
8256	01/01/1900	Supv:Landscape/Horticulture	06 Supv-Crafts & Trades	B
8257	01/01/1900	Aquaculture Operators & Mgrs	06 Supv-Crafts & Trades	B
9211	01/01/1900	Supv:Mineral & Metal Processng	06 Supv-Crafts & Trades	B
9212	01/01/1900	Supv:Petroleum/Gas/Chemical Pr	06 Supv-Crafts & Trades	B
9213	01/01/1900	Supv:Food/Beverage/Tobacco Pro	06 Supv-Crafts & Trades	B
9214	01/01/1900	Supv:Plastic/Rubber Products M	06 Supv-Crafts & Trades	B
9215	01/01/1900	Supv:Forest Products Processng	06 Supv-Crafts & Trades	B
9216	01/01/1900	Supv:Textile Processing	06 Supv-Crafts & Trades	B
9221	01/01/1900	Supv:Motor Vehicle Assembling	06 Supv-Crafts & Trades	B
9222	01/01/1900	Supv:Electronics Manufacturing	06 Supv-Crafts & Trades	B
9223	01/01/1900	Supv:Elect Products Manufactur	06 Supv-Crafts & Trades	B
9224	01/01/1900	Supv:Furniture/Fixtures Manufa	06 Supv-Crafts & Trades	B
9225	01/01/1900	Supv:Fabric/Fur/Leather Produc	06 Supv-Crafts & Trades	B
9226	01/01/1900	Supv:Oth Mechanical/Metal Prod	06 Supv-Crafts & Trades	B
9227	01/01/1900	Supv:Oth Products Manufacturin	06 Supv-Crafts & Trades	B
1221	01/01/1900	Administrative Officers	07 Admin & Senior Clerical	B
1222	01/01/1900	Executive Assistants	07 Admin & Senior Clerical	B
1223	01/01/1900	Personnel & Recruitment Off	07 Admin & Senior Clerical	B
1224	01/01/1900	Property Administrators	07 Admin & Senior Clerical	B
1225	01/01/1900	Purchasing Agents & Officers	07 Admin & Senior Clerical	B
1226	01/01/1900	Conference & Event Planners	07 Admin & Senior Clerical	B
1227	01/01/1900	Court Off/Justces of the Peace	07 Admin & Senior Clerical	B
1228	01/01/1900	Immigration/Unemployment Ins/R	07 Admin & Senior Clerical	B
1231	01/01/1900	Bookkeepers	07 Admin & Senior Clerical	B
1232	01/01/1900	Loan Officers	07 Admin & Senior Clerical	B
1233	01/01/1900	Insurance Adjusters/Claims Exa	07 Admin & Senior Clerical	B
1234	01/01/1900	Insurance Underwriters	07 Admin & Senior Clerical	B
1235	01/01/1900	Assessors/Valuators/Appraisers	07 Admin & Senior Clerical	B
1236	01/01/1900	Customs, Ship & Other Brokers	07 Admin & Senior Clerical	B
1241	01/01/1900	Secretaries (Ex Legal/Medical)	07 Admin & Senior Clerical	B
1242	01/01/1900	Legal Secretaries	07 Admin & Senior Clerical	B
1243	01/01/1900	Medical Secretaries	07 Admin & Senior Clerical	B
1244	01/01/1900	Court Recorders/Medical Transc	07 Admin & Senior Clerical	B
6221	01/01/1900	Technical Sales Specialists/Wh	08 Skilled Sales & Service	B
6231	01/01/1900	Insurance Agents & Brokers	08 Skilled Sales & Service	B
6232	01/01/1900	Real Estate Agents/Salespersns	08 Skilled Sales & Service	B
6233	01/01/1900	Retail & Wholesale Buyers	08 Skilled Sales & Service	B
6234	01/01/1900	Grain Elevator Operators	08 Skilled Sales & Service	B
6241	01/01/1900	Chefs	08 Skilled Sales & Service	B
6242	01/01/1900	Cooks	08 Skilled Sales & Service	B
6251	01/01/1900	Butchers/Meat Cutters:Retail/W	08 Skilled Sales & Service	B
6252	01/01/1900	Bakers	08 Skilled Sales & Service	B
6261	01/01/1900	Police Off (Ex Commissioned)	08 Skilled Sales & Service	B
6262	01/01/1900	Firefighters	08 Skilled Sales & Service	B
6271	01/01/1900	Hairstylists & Barbers	08 Skilled Sales & Service	B
6272	01/01/1900	Funeral Directors & Embalmers	08 Skilled Sales & Service	B
7231	01/01/1900	Machinists/Machining/Tooling I	09 Skilled Crafts and Trades	B
7232	01/01/1900	Tool & Die Makers	09 Skilled Crafts and Trades	B
7241	01/01/1900	Electricians (Ex Indust/Power	09 Skilled Crafts and Trades	B
7242	01/01/1900	Industrial Electricians	09 Skilled Crafts and Trades	B
7243	01/01/1900	Power System Electricians	09 Skilled Crafts and Trades	B
7244	01/01/1900	Elect Power Line/Cable Workers	09 Skilled Crafts and Trades	B
7245	01/01/1900	Telecom Line & Cable Workers	09 Skilled Crafts and Trades	B
7246	01/01/1900	Telecom Installation/Repair wo	09 Skilled Crafts and Trades	B
7247	01/01/1900	Cable TV Service/Maintenance T	09 Skilled Crafts and Trades	B
7251	01/01/1900	Plumbers	09 Skilled Crafts and Trades	B
7252	01/01/1900	Steamfitters/Pipefitters/Sprin	09 Skilled Crafts and Trades	B
7253	01/01/1900	Gas Fitters	09 Skilled Crafts and Trades	B
7261	01/01/1900	Sheet Metal Workers	09 Skilled Crafts and Trades	B

NOC Code	Effective Date	Description	Occupational Group	Skill Level
7262	01/01/1900	Boilermakers	09 Skilled Crafts and Trades	B
7263	01/01/1900	Structural Metal/Platework Fab	09 Skilled Crafts and Trades	B
7264	01/01/1900	Ironworkers	09 Skilled Crafts and Trades	B
7265	01/01/1900	Welders	09 Skilled Crafts and Trades	B
7266	01/01/1900	Blacksmiths & Die Setters	09 Skilled Crafts and Trades	B
7271	01/01/1900	Carpenters	09 Skilled Crafts and Trades	B
7272	01/01/1900	Cabinet Makers	09 Skilled Crafts and Trades	B
7281	01/01/1900	Bricklayers	09 Skilled Crafts and Trades	B
7282	01/01/1900	Cement Finishers	09 Skilled Crafts and Trades	B
7283	01/01/1900	Tilesetters	09 Skilled Crafts and Trades	B
7284	01/01/1900	Plasterers/Drywall:Installers/	09 Skilled Crafts and Trades	B
7291	01/01/1900	Roofers & Shinglers	09 Skilled Crafts and Trades	B
7292	01/01/1900	Glaziers	09 Skilled Crafts and Trades	B
7293	01/01/1900	Insulators	09 Skilled Crafts and Trades	B
7294	01/01/1900	Painters & Decorators	09 Skilled Crafts and Trades	B
7295	01/01/1900	Floor Covering Installers	09 Skilled Crafts and Trades	B
7311	01/01/1900	Construction Millwrights/Indus	09 Skilled Crafts and Trades	B
7312	01/01/1900	Heavy-Duty Equipment Mechanics	09 Skilled Crafts and Trades	B
7313	01/01/1900	Refrigeration/Air Conditioning	09 Skilled Crafts and Trades	B
7314	01/01/1900	Railway Carmen/women	09 Skilled Crafts and Trades	B
7315	01/01/1900	Aircraft Mechanics/Aircraft In	09 Skilled Crafts and Trades	B
7316	01/01/1900	Machine Fitters	09 Skilled Crafts and Trades	B
7317	01/01/1900	Textile Machinery Mechanics/Re	09 Skilled Crafts and Trades	B
7318	01/01/1900	Elevator Constructors/Mechanic	09 Skilled Crafts and Trades	B
7321	01/01/1900	Motor Vehicle Mechanics/Techs/	09 Skilled Crafts and Trades	B
7322	01/01/1900	Motor Vehicle Body Repairers	09 Skilled Crafts and Trades	B
7331	01/01/1900	Oil/Solid Fuel Heating Mechani	09 Skilled Crafts and Trades	B
7332	01/01/1900	Electric Appliance Servicers/R	09 Skilled Crafts and Trades	B
7333	01/01/1900	Electrical Mechanics	09 Skilled Crafts and Trades	B
7334	01/01/1900	Motorcycle & Oth Rel Mechanics	09 Skilled Crafts and Trades	B
7335	01/01/1900	Oth Small Engine/Equipment Mec	09 Skilled Crafts and Trades	B
7341	01/01/1900	Upholsterers	09 Skilled Crafts and Trades	B
7342	01/01/1900	Tailors/Dressmakers/Furriers/M	09 Skilled Crafts and Trades	B
7343	01/01/1900	Shoe Repairers & Shoemakers	09 Skilled Crafts and Trades	B
7344	01/01/1900	Jewelers/Watch Repairers/Rel	09 Skilled Crafts and Trades	B
7351	01/01/1900	Stationary Engineers/Auxiliary	09 Skilled Crafts and Trades	B
7352	01/01/1900	Power Systems/Power Station Op	09 Skilled Crafts and Trades	B
7361	01/01/1900	Railway/Yard Locomotive Engine	09 Skilled Crafts and Trades	B
7362	01/01/1900	Railway Conductors & Brakemen/	09 Skilled Crafts and Trades	B
7371	01/01/1900	Crane Operators	09 Skilled Crafts and Trades	B
7372	01/01/1900	Drillers/Blasters-Surface Mini	09 Skilled Crafts and Trades	B
7373	01/01/1900	Water Well Drillers	09 Skilled Crafts and Trades	B
7381	01/01/1900	Printing Press Operators	09 Skilled Crafts and Trades	B
7382	01/01/1900	Commercial Divers	09 Skilled Crafts and Trades	B
7383	01/01/1900	Other Trades & Rel Occups	09 Skilled Crafts and Trades	B
8231	01/01/1900	Underground Production/Dev Min	09 Skilled Crafts and Trades	B
8232	01/01/1900	Oil/Gas Well Drillers/Servicer	09 Skilled Crafts and Trades	B
8241	01/01/1900	Logging Machinery Operators	09 Skilled Crafts and Trades	B
8261	01/01/1900	Fishing Masters & Officers	09 Skilled Crafts and Trades	B
8262	01/01/1900	Fishing Vessel Skippers & Fish	09 Skilled Crafts and Trades	B
9231	01/01/1900	Central Control & Process Ops,	09 Skilled Crafts and Trades	B
9232	01/01/1900	Petroleum/Gas/Chemical Process	09 Skilled Crafts and Trades	B
9233	01/01/1900	Pulping Control Operators	09 Skilled Crafts and Trades	B
9234	01/01/1900	Papermaking/Coating Contrl Ops	09 Skilled Crafts and Trades	B
1411	01/01/1900	General Office Clerks	10 Clerical Personnel	C
1412	01/01/1900	Typists & Word Processing Ops	10 Clerical Personnel	C
1413	01/01/1900	Records & File Clerks	10 Clerical Personnel	C
1414	01/01/1900	Receptionists/Switchboard Ops	10 Clerical Personnel	C
1421	01/01/1900	Computer Operators	10 Clerical Personnel	C
1422	01/01/1900	Data Entry Clerks	10 Clerical Personnel	C
1423	01/01/1900	Typesetters & Related Occups	10 Clerical Personnel	C
1424	01/01/1900	Telephone Operators	10 Clerical Personnel	C
1431	01/01/1900	Accounting & Related Clerks	10 Clerical Personnel	C
1432	01/01/1900	Payroll Clerks	10 Clerical Personnel	C
1433	01/01/1900	Tellers, Financial Services	10 Clerical Personnel	C
1434	01/01/1900	Banking/Insurnce/Oth Fin Clrks	10 Clerical Personnel	C
1435	01/01/1900	Collectors	10 Clerical Personnel	C
1441	01/01/1900	Administrative Clerks	10 Clerical Personnel	C
1442	01/01/1900	Personnel Clerks	10 Clerical Personnel	C
1443	01/01/1900	Court Clerks	10 Clerical Personnel	C
1451	01/01/1900	Library Clerks	10 Clerical Personnel	C
1452	01/01/1900	Correspondence/Publication/Rel	10 Clerical Personnel	C
1453	01/01/1900	Custmr Service/Info/Rel Clerks	10 Clerical Personnel	C

NOC Code	Effective Date	Description	Occupational Group	Skill Level
1454	01/01/1900	Survey Interviewers/Statistica	10 Clerical Personnel	C
1461	01/01/1900	Mail/Postal/Related Clerks	10 Clerical Personnel	C
1462	01/01/1900	Letter Carriers	10 Clerical Personnel	C
1463	01/01/1900	Couriers & Messengers	10 Clerical Personnel	C
1471	01/01/1900	Shippers & Receivers	10 Clerical Personnel	C
1472	01/01/1900	Storekeepers & Parts Clerks	10 Clerical Personnel	C
1473	01/01/1900	Production Clerks	10 Clerical Personnel	C
1474	01/01/1900	Purchasing & Inventory Clerks	10 Clerical Personnel	C
1475	01/01/1900	Dispatchers & Radio Operators	10 Clerical Personnel	C
1476	01/01/1900	Transportation Route/Crew Sche	10 Clerical Personnel	C
3411	01/01/1900	Dental Assistants	11 Intermediate Sales & Service	C
3412	01/01/1900	Dental Laboratory Bench workrs	11 Intermediate Sales & Service	C
3413	01/01/1900	Nurse Aides & Orderlies	11 Intermediate Sales & Service	C
3414	01/01/1900	Oth Aides/Assistants:Support o	11 Intermediate Sales & Service	C
6411	01/01/1900	Sales Representatives/Wholesal	11 Intermediate Sales & Service	C
6421	01/01/1900	Retail Salespersons/Sales Cler	11 Intermediate Sales & Service	C
6431	01/01/1900	Travel Counselors	11 Intermediate Sales & Service	C
6432	01/01/1900	Pursers & Flight Attendants	11 Intermediate Sales & Service	C
6433	01/01/1900	Airline Sales & Service Agents	11 Intermediate Sales & Service	C
6434	01/01/1900	Ticket/Cargo Agents & Rel Cler	11 Intermediate Sales & Service	C
6435	01/01/1900	Hotel Front Desk Clerks	11 Intermediate Sales & Service	C
6441	01/01/1900	Tour & Travel Guides	11 Intermediate Sales & Service	C
6442	01/01/1900	Outdoor Sport/Recreatnl Guides	11 Intermediate Sales & Service	C
6443	01/01/1900	Amusement Attraction Ops/Oth A	11 Intermediate Sales & Service	C
6451	01/01/1900	Maitres d'hotel & Hosts/Hostes	11 Intermediate Sales & Service	C
6452	01/01/1900	Bartenders	11 Intermediate Sales & Service	C
6453	01/01/1900	Food & Beverage Servers	11 Intermediate Sales & Service	C
6461	01/01/1900	Sheriffs & Bailiffs	11 Intermediate Sales & Service	C
6462	01/01/1900	Correctional Service Officers	11 Intermediate Sales & Service	C
6463	01/01/1900	By-law Enforcement/Oth Regulat	11 Intermediate Sales & Service	C
6464	01/01/1900	Occs Unique to Armed Forces	11 Intermediate Sales & Service	C
6465	01/01/1900	Oth Protective Service Occups	11 Intermediate Sales & Service	C
6472	01/01/1900	Elem/Secondary Schl Teacher As	11 Intermediate Sales & Service	C
6473	01/01/1900	Early Childhood Educator Assis	11 Intermediate Sales & Service	C
6474	01/01/1900	Babysitters/Nannies/Parents' H	11 Intermediate Sales & Service	C
6471	01/01/1900	Visiting Homemakers/Housekeepe	11 Intermediate Sales & Service	C
6481	01/01/1900	Image/Social/Oth Personal Cons	11 Intermediate Sales & Service	C
6482	01/01/1900	Estheticians/Electrologists/Re	11 Intermediate Sales & Service	C
6483	01/01/1900	Pet Groomers/Animal Care Worke	11 Intermediate Sales & Service	C
6484	01/01/1900	Other Personal Service Occups	11 Intermediate Sales & Service	C
7411	01/01/1900	Truck Drivers	12 Semi-Skilled Manual Workers	C
7412	01/01/1900	Bus Drivers/Subway/Oth Transit	12 Semi-Skilled Manual Workers	C
7413	01/01/1900	Taxi/Limousine Drivers/Chauffe	12 Semi-Skilled Manual Workers	C
7414	01/01/1900	Delivery Drivers	12 Semi-Skilled Manual Workers	C
7421	01/01/1900	Heavy Equipment Ops (Ex Crane)	12 Semi-Skilled Manual Workers	C
7422	01/01/1900	Public Works Maintenance Equip	12 Semi-Skilled Manual Workers	C
7431	01/01/1900	Railway Yard Workers	12 Semi-Skilled Manual Workers	C
7432	01/01/1900	Railway Track Maint workers	12 Semi-Skilled Manual Workers	C
7433	01/01/1900	Deck Crew, Water Transport	12 Semi-Skilled Manual Workers	C
7434	01/01/1900	Engine Room Crew, Water Trans	12 Semi-Skilled Manual Workers	C
7435	01/01/1900	Lock/Cable Ferry Ops/Rel Occs	12 Semi-Skilled Manual Workers	C
7436	01/01/1900	Boat Operators	12 Semi-Skilled Manual Workers	C
7437	01/01/1900	Air Transport Ramp Attendants	12 Semi-Skilled Manual Workers	C
7441	01/01/1900	Residential/Commercial Install	12 Semi-Skilled Manual Workers	C
7442	01/01/1900	Waterworks/Gas Maintenance Wor	12 Semi-Skilled Manual Workers	C
7443	01/01/1900	Automotive Mechanical Installe	12 Semi-Skilled Manual Workers	C
7444	01/01/1900	Pest Controllers & Fumigators	12 Semi-Skilled Manual Workers	C
7445	01/01/1900	Other Repairers & Servicers	12 Semi-Skilled Manual Workers	C
7451	01/01/1900	Longshore workers	12 Semi-Skilled Manual Workers	C
7452	01/01/1900	Material Handlers	12 Semi-Skilled Manual Workers	C
8411	01/01/1900	Underground Mine Service/Suppo	12 Semi-Skilled Manual Workers	C
8412	01/01/1900	Oil/Gas Well Drilling Workers/	12 Semi-Skilled Manual Workers	C
8421	01/01/1900	Chainsaw & Skidder Operators	12 Semi-Skilled Manual Workers	C
8422	01/01/1900	Silviculture & Forestry Workrs	12 Semi-Skilled Manual Workers	C
8431	01/01/1900	General Farm Workers	12 Semi-Skilled Manual Workers	C
8432	01/01/1900	Nursery & Greenhouse Workers	12 Semi-Skilled Manual Workers	C
8441	01/01/1900	Fishing Vessel Deckhands	12 Semi-Skilled Manual Workers	C
8442	01/01/1900	Trappers & Hunters	12 Semi-Skilled Manual Workers	C
9411	01/01/1900	Machine/Process Ops:Mineral/Me	12 Semi-Skilled Manual Workers	C
9412	01/01/1900	Foundry Workers	12 Semi-Skilled Manual Workers	C
9413	01/01/1900	Glass Forming/Finishing Machin	12 Semi-Skilled Manual Workers	C
9414	01/01/1900	Concrete/Clay/Stone Forming Op	12 Semi-Skilled Manual Workers	C
9415	01/01/1900	Inspect/Testers:Mineral/Metal	12 Semi-Skilled Manual Workers	C

NOC Code	Effective Date	Description	Occupational Group	Skill Level
9421	01/01/1900	Chemical Plant Machine Ops	12 Semi-Skilled Manual Workers	C
9422	01/01/1900	Plastics Processing Machine Op	12 Semi-Skilled Manual Workers	C
9423	01/01/1900	Rubber Processing Machine Ops/	12 Semi-Skilled Manual Workers	C
9424	01/01/1900	Water & Waste Plant Operators	12 Semi-Skilled Manual Workers	C
9431	01/01/1900	Sawmill Machine Operators	12 Semi-Skilled Manual Workers	C
9432	01/01/1900	Pulp Mill Equipment Operators	12 Semi-Skilled Manual Workers	C
9433	01/01/1900	Papermaking/Finishing Machine	12 Semi-Skilled Manual Workers	C
9434	01/01/1900	Oth Wood Processing Machne Ops	12 Semi-Skilled Manual Workers	C
9435	01/01/1900	Paper Converting Machine Ops	12 Semi-Skilled Manual Workers	C
9436	01/01/1900	Lumber Graders/Oth Wood Proces	12 Semi-Skilled Manual Workers	C
9441	01/01/1900	Textile Fibre/Yarn Preparation	12 Semi-Skilled Manual Workers	C
9442	01/01/1900	Weavers/Knitters/Oth Fabric-Ma	12 Semi-Skilled Manual Workers	C
9443	01/01/1900	Textile Dyeing/Finishing Machi	12 Semi-Skilled Manual Workers	C
9444	01/01/1900	Textile Inspect/Graders/Sample	12 Semi-Skilled Manual Workers	C
9451	01/01/1900	Sewing Machine Operators	12 Semi-Skilled Manual Workers	C
9452	01/01/1900	Fabric, Fur & Leather Cutters	12 Semi-Skilled Manual Workers	C
9453	01/01/1900	Hide & Pelt Processing Workers	12 Semi-Skilled Manual Workers	C
9454	01/01/1900	Inspect/Testers:Fabric/Fur/Lea	12 Semi-Skilled Manual Workers	C
9461	01/01/1900	Process Control/Machine Ops:Fo	12 Semi-Skilled Manual Workers	C
9462	01/01/1900	Indust Butchers/Meat Cutters/P	12 Semi-Skilled Manual Workers	C
9463	01/01/1900	Fish Plant Workers	12 Semi-Skilled Manual Workers	C
9464	01/01/1900	Tobacco Processing Machine Ops	12 Semi-Skilled Manual Workers	C
9465	01/01/1900	Testers/Graders:Food/Beverage	12 Semi-Skilled Manual Workers	C
9471	01/01/1900	Printing Machine Operators	12 Semi-Skilled Manual Workers	C
9472	01/01/1900	Camera, Platemaking & Oth Pre-	12 Semi-Skilled Manual Workers	C
9473	01/01/1900	Binding & Finishing Machine Op	12 Semi-Skilled Manual Workers	C
9474	01/01/1900	Photographic & Film Processors	12 Semi-Skilled Manual Workers	C
9481	01/01/1900	Aircraft Assemblers & Aircraft	12 Semi-Skilled Manual Workers	C
9482	01/01/1900	Motor Vehicle Assemblers, Insp	12 Semi-Skilled Manual Workers	C
9483	01/01/1900	Electronics Assemblers, Fabric	12 Semi-Skilled Manual Workers	C
9484	01/01/1900	Assemblers & Inspect, Elect Ap	12 Semi-Skilled Manual Workers	C
9485	01/01/1900	Assemblers, Fabricators & Insp	12 Semi-Skilled Manual Workers	C
9486	01/01/1900	Mechanical Assemblers & Inspec	12 Semi-Skilled Manual Workers	C
9487	01/01/1900	Machine Ops & Inspect, Elect A	12 Semi-Skilled Manual Workers	C
9491	01/01/1900	Boat Assemblers & Inspect	12 Semi-Skilled Manual Workers	C
9492	01/01/1900	Furniture & Fixture Assemblers	12 Semi-Skilled Manual Workers	C
9493	01/01/1900	Oth Wood Products Assemblers &	12 Semi-Skilled Manual Workers	C
9494	01/01/1900	Furniture Finishers & Refinish	12 Semi-Skilled Manual Workers	C
9495	01/01/1900	Plastic Products Assemblers, F	12 Semi-Skilled Manual Workers	C
9496	01/01/1900	Painters & Coaters, Manufactur	12 Semi-Skilled Manual Workers	C
9497	01/01/1900	Plating, Metal Spraying & Rel	12 Semi-Skilled Manual Workers	C
9498	01/01/1900	Other Assemblers & Inspect	12 Semi-Skilled Manual Workers	C
9511	01/01/1900	Machining Tool Operators	12 Semi-Skilled Manual Workers	C
9512	01/01/1900	Forging Machine Operators	12 Semi-Skilled Manual Workers	C
9513	01/01/1900	Woodworking Machine Operators	12 Semi-Skilled Manual Workers	C
9514	01/01/1900	Metal Working Machine Ops	12 Semi-Skilled Manual Workers	C
9515	01/01/1900	Welding, Brazing & Soldering M	12 Semi-Skilled Manual Workers	C
9516	01/01/1900	Oth Metal Products Machine Ops	12 Semi-Skilled Manual Workers	C
9517	01/01/1900	Other Products Machine Ops	12 Semi-Skilled Manual Workers	C
6611	01/01/1900	Cashiers	13 Other Sales & Service	D
6621	01/01/1900	Service Station Attendants	13 Other Sales & Service	D
6622	01/01/1900	Grocery Clerks & Shelf Stocker	13 Other Sales & Service	D
6623	01/01/1900	Other Elemental Sales Occups	13 Other Sales & Service	D
6631	01/01/1900	Elemental Medical & Hospital A	13 Other Sales & Service	D
6641	01/01/1900	Food Service Counter Attendant	13 Other Sales & Service	D
6642	01/01/1900	Kitchen & Food Service Helpers	13 Other Sales & Service	D
6651	01/01/1900	Security Guards & Rel Occups	13 Other Sales & Service	D
6661	01/01/1900	Light Duty Cleaners	13 Other Sales & Service	D
6662	01/01/1900	Specialized Cleaners	13 Other Sales & Service	D
6663	01/01/1900	Janitors/Caretakers/Building S	13 Other Sales & Service	D
6671	01/01/1900	Attendants:Recreation & Sport	13 Other Sales & Service	D

End of Report

Report ID: PER717

Employees on Assignment

Run Date: 9/1/2000

As Of Date: 08/ 30/2000

Run Time: 5:53:43 PM

Emplid	Name	Host Contact ID	Begin Date	End Date
KU0032	Summer,Alice	KE0002	3/1/2000	3/1/2002

Company ACC State of Accord
Department PGV1000 Executive Branch

POSITION				INCUMBENT										
Job Code	Position No./ Position Title	Position Status	SALARY Pln/Grd/Stp	Entry Date	Exit Date	Incumbent Name	Empl ID	Cur Cd	Entry Salary		Entry Pln/Grd/Stp	Cur Cd	Exit Salary	Exit Pln/Grd/Stp	Exit Reason
PA1750	PUA8015 Clerk	Approved	NEX 2	04/01/1996		Silverstein,Jacob	PA008	US	1458.33	M	NEX 2 1				
						Compensation Components:	NAANNL	US	17500.00	A					
	PUA8016 Clerk	Approved	NEX 2												
PA2500	PUA8027 Governor	Approved	SAL 5	01/01/1995		Carr,Kitty C	PA020	US	5833.33	M	SAL 5				
						Compensation Components:	NAANNL	US	70000.00	A					
PA2501	PUA8030 Governor - Lt.	Approved	SAL 4	01/01/1995		Meadows,Sean	PA023	US	2500.00	M	SAL 4				
						Compensation Components:	NAANNL	US	30000.00	A					
PA4151	PUA8026 Secretary-Executive	Approved	NEX 5	02/01/1995		Novak,Willis	PA019	US	2875.00	M	NEX 5 3				
						Compensation Components:	NAANNL	US	34500.00	A					

Company ACC State of Accord
Department PGV1001 Dpt Hlth & Mntl Hyg

POSITION				INCUMBENT										
Job Code	Position No./ Position Title	Position Status	SALARY Pln/Grd/Stp	Entry Date	Exit Date	Incumbent Name	Empl ID	Cur Cd	Entry Salary		Entry Pln/Grd/Stp	Cur Cd	Exit Salary	Exit Pln/Grd/Stp	Exit Reason
PA1601	PUA8014 Cabinet Head - Health & Mhyg	Approved	SAL 5	01/01/1997		Smith,Maureen	PA007	US	3416.67	M	SAL 5				
						Compensation Components:	NAANNL	US	41000.00	A					

Company ACC State of Accord
Department PGV1002 Bus & Regulatory Svc

POSITION				INCUMBENT										
Job Code	Position No./ Position Title	Position Status	SALARY Pln/Grd/Stp	Entry Date	Exit Date	Incumbent Name	Empl ID	Cur Cd	Entry Salary		Entry Pln/Grd/Stp	Cur Cd	Exit Salary	Exit Pln/Grd/Stp	Exit Reason
PA1801	PUA8020 Commissioner - Bus & Reg Svc	Approved	SAL 5	03/01/1995		Flynt,Mildred	PA013	US	3750.00	M	SAL 5				
						Compensation Components:	NAANNL	US	45000.00	A					

Company ACC State of Accord
Department PGV1003 Licensing & Certification

POSITION				INCUMBENT											
Job Code	Position No./ Position Title	Position Status	S A L A R Y Pln/Grd/Stp	Entry Date	Exit Date	Incumbent Name	Empl ID	Cur Cd	Entry Salary		Entry Pln/Grd/Stp	Cur Cd	Exit Salary	Exit Pln/Grd/Stp	Exit Reason
PA1051	PUA8008 Administrator-Licensing&Certif	Approved	SAL 3												
	PUA8009 Administrator-Licensing&Certif	Approved	SAL 3												
	PUA8010 Administrator-Licensing&Certif	Approved	SAL 3	01/01/1996		Ouren,Tom	PA003	US	3300.00	M	SAL 3				
						Compensation Components:	NAANNL	US	3300.00	M					
PA1750	PUA8017 Clerk	Approved	NEX 2												
	PUA8018 Clerk	Approved	NEX 2	04/01/1995		Wise,Roy	PA011	US	1458.33	M	NEX 2	1			
						Compensation Components:	NAANNL	US	17500.00	A					
	PUA8019 Clerk	Approved	NEX 2	04/01/1995		Phillips,Robert	PA012	US	1583.33	M	NEX 2	2			
						Compensation Components:	NAANNL	US	19000.00	A					
PA2254	PUA8025 Director-Licencing & Certifctn	Approved	SAL 4	02/01/1995		Steen,Nicholas	PA018	US	3333.33	M	SAL 4				
						Compensation Components:	NAANNL	US	40000.00	A					

Company ACC State of Accord
Department PGV1004 Policy & Health Statistics

POSITION				INCUMBENT										
Job Code	Position No./ Position Title	Position Status	SALARY Pln/Grd/Stp	Entry Date	Exit Date	Incumbent Name	Empl ID	Cur Cd	Entry Salary		Entry Pln/Grd/Stp	Cur Cd	Exit Salary	Exit Pln/Grd/Stp	Exit Reason
PA1151	PUA8011 Analys - Health Statistics	Approved	SAL 1	01/01/1996		Smithfield,Loren R	PA004	US	5250.00	M	SAL 1				
						Compensation Components:	NAANNL	US	63000.00	A					
	PUA8012 Analys - Health Statistics	Approved	SAL 1	01/01/1996		Wong,Jeanne T	PA005	US	6000.00	M	SAL 1				
						Compensation Components:	NAANNL	US	6000.00	M					
PA2251	PUA8022 Director-Policy & Health Stats	Approved	SAL 5	03/01/1995		Webster,Holly	PA015	US	3583.33	M	SAL 5				
						Compensation Components:	NAANNL	US	43000.00	A					

Effective Date	Action Date	Act Rsn	Position Title	DeptID	Job Code	Reports To	Comp -any	Loca- tion	Max Head Count	Reg/ Temp	Full/ Part	Std Hours	Work Period	Job Shr	Status	Status Date	Budg Posn
Position No. 19000001																	
01/01/1980	01/01/1980	NEW	President & CEO	KU000	KU001	19000001	GBI	KUNY0	1	R	F	40.00	Weekly	N	Approved	01/01/1980	Y
Position No. 19000003																	
01/01/1996	01/01/1996		Manager-Compensation/Benefits	KU001	KU003	19000210	GBI	KUNY0	3	R	F	40.00	Weekly	N	Approved	01/01/1980	Y
01/01/1980	01/01/1980	NEW	Manager-Compensation/Benefits	KU001	KU003	19000210	GBI	KUNY0	1	R	F	40.00	Weekly	N	Approved	01/01/1980	Y
Position No. 19000004																	
02/01/1996	02/01/1996		Manager-Employment/Recruitment	KU001	KU004	19000210	GBI	KUNY0	2	R	F	40.00	Weekly	N	Approved	02/01/1996	Y
01/01/1980	01/01/1980	NEW	Manager-Employment/Recruitment	KU001	KU004	19000210	GBI	KUNY0	1	R	F	40.00	Weekly	N	Approved	01/01/1980	Y
Position No. 19000005																	
01/01/1980	01/01/1980	NEW	Management - Staff Assistant	KU005	KU147	19000230	GBI	KUDE0	1	R	F	40.00	Weekly	N	Approved	01/01/1980	Y
Position No. 19000006																	
01/01/1980	01/01/1980	NEW	Sales Product Consultant	KU010	KU058	19000420	GBI	KUCA0	4	R	F	40.00	Weekly	N	Approved	01/01/1980	Y
Position No. 19000007																	
09/01/1996	09/01/1996		HRIS Specialist	KU001	KU099	19000029	GBI	KUNY0	4	R	F	40.00	Weekly	N	Approved	09/01/1996	Y
01/01/1980	01/01/1980	NEW	HRIS Specialist	KU001	KU099	19000029	GBI	KUNY0	4	R	F	40.00	Weekly	N	Approved	01/01/1980	Y
Position No. 19000009																	
01/01/1980	01/01/1980	NEW	Employment Specialist	KU001	KU008	19000004	GBI	KUNY0	1	R	F	40.00	Weekly	N	Approved	01/01/1980	Y
Position No. 19000010																	
01/01/1980	01/01/1980	NEW	Benefits Specialist	KU001	KU098	19000003	GBI	KUNY0	4	R	F	40.00	Weekly	N	Approved	01/01/1980	Y
Position No. 19000012																	
09/01/1996	09/01/1996		HRIS Specialist	KU001	KU099	19000013	GBI	KUNY0	2	R	F	40.00	Weekly	N	Approved	09/01/1996	Y
Position No. 19000013																	
09/01/1996	09/01/1996		Manager-Finance	KU001	KU112	19000230	GBI	KUNY0	4	R	F	40.00	Weekly	N	Approved	09/01/1996	Y
01/01/1980	01/01/1980	NEW	Manager-Finance	KU001	KU112	19000230	GBI	KUNY0	1	R	F	40.00	Weekly	N	Approved	01/01/1980	Y
Position No. 19000015																	
01/01/1980	01/01/1980	NEW	Labor Relations Specialist	KU001	KU114	19000013	GBI	KUNY0	1	R	F	40.00	Weekly	N	Approved	01/01/1980	Y
Position No. 19000016																	
01/01/1980	01/01/1980	NEW	Health & Safety Specialist	KU001	KU115	19000005	GBI	KUNY0	1	R	F	40.00	Weekly	N	Approved	01/01/1980	Y
Position No. 19000017																	
01/01/1980	01/01/1980	NEW	Senior Secretary	KC001	KC003	19000101	GBI	KCON0	5	R	F	40.00	Weekly	N	Approved	01/01/1980	Y
Position No. 19000018																	
01/01/1980	01/01/1980	NEW	Administrative Assistant	KU001	KU051	19000005	GBI	KUNY0	10	R	F	40.00	Weekly	N	Approved	01/01/1980	Y

Posn No.	Position	Incumbent
19000001	President	Lewis,Douglas
19000024	Gn Auditor	Seto,Patrick
		Dyer,Julie
		Kim,Justine
		McKay,Angela
		Osborn,Courtney
19000200	VP-Admin	Parsons,Jean
19000210	Dir-HR	Aliverdi,Reza
19000003	Mgr-Cmp/Bn	Tomita,Jason
		McKinley,Larry J
19000010	Ben Spec	Chae,Kevin
		McKinley,Larry J
19000004	Mgr-Emp/Rc	Mosley,Wayne
		Dell,Emmylou K
19000009	Emp Spec	Burkman,Seek
19000085	Tech Trnr	Miguel,Sanford
		Religioso,Steve
		Bonicello,Nina
19000025	Mgr-ER	Wynne,Elbert
		McKinley,Larry J
19000026	Sr PR Clrk	Stevenson,Christelle
		Chu,Adland
19000027	PR Clerk	Chae,Kevin
19000029	Mgr-HRIS	Reed,Nancy
19000007	HRIS Spec	Nichta,Issac
		Jacobson,Cassandra
19000022	DE Clerk	Turbic,Stephanie
		Pak,John
		Sharpe,Kenneth
		Lowe,Stanley
		Li,Rochelle
		Chae,Kevin
		Reddy,Jared
19000030	Sys Anlyst	Gasse,Alain
19000081	HRIS Spec	Burkman,Seek
19000056	Admin Asst	
19000091	T&L Spclst	
19000095	Supv Jan	Chin,Jackson
		Hafferty,Shirley
19000096	Leader-Jan	Martinez,Marisa
19000097	Janitor	Alvarez,Neil
19000083	HRMS Anal	Johnson,Danny
19000084	HR/Pay An	
19000086	Mgr Pensn	Dell,Emmylou K
19000087	Mgr T&L	
19000090	Pen Spclst	Tipman,Scott
		Votava,Teresa
		Dewberry,Kitty

Position Nbr	Dept ID	JobCode	Description	Reg/Temp	Full/Part Time	Confidential Position	Status	Status Date
19140008	KE002	KE0005	Pre Sales	Regular	Full-Time	N	Approved	1/1/1980
19140006	KE002	KE0007	Junior Consultant	Regular	Full-Time	N	Approved	1/1/1980
KF000001	KF001	KF0001	CEO	Regular	Full-Time	N	Approved	1/1/1990
KF000006	KF002	KF0301	Administrative Manager	Regular	Full-Time	N	Approved	1/1/1990
KF000005	KF003	KF0201	Sales Manager	Regular	Full-Time	N	Approved	1/1/1990
KF000004	KF004	KF0006	Operations Manager	Regular	Full-Time	N	Approved	1/1/1990
19160001	KG010	KG0011	Director - Customer Services	Regular	Full-Time	N	Approved	1/1/1980
19160003	KG010	KG0013	Manager - Customer Services	Regular	Full-Time	N	Approved	1/1/1980
19160004	KG010	KG0014	Specialist - Customer Services	Regular	Full-Time	N	Approved	1/1/1980
19160006	KG010	KG0014	Specialist - Customer Services	Regular	Full-Time	N	Approved	1/1/1980
19000012	KU001	KU099	HRIS Specialist	Regular	Full-Time	N	Approved	9/1/1996
19000084	KU001	KU102	HR/Payroll Analyst	Regular	Full-Time	N	Approved	1/1/1980
19000015	KU001	KU114	Labor Relations Specialist	Regular	Full-Time	N	Approved	1/1/1980
19000087	KU002	KU031	Manager-Time & Labour	Regular	Full-Time	N	Approved	2/1/1996
00000001	KU005	KU013	Financial Analyst	Regular	Full-Time	N	Approved	9/1/2000
19000074	KU005	KU026	Manager-Accounts Payable	Regular	Full-Time	N	Approved	1/1/1980
19000100	KU005	KU067	Sr Accounts Payable Clerk	Regular	Full-Time	N	Approved	1/1/1980
19000005	KU005	KU147	Management - Staff Assistant	Regular	Full-Time	N	Approved	1/1/1980
19000560	KU011	KU560	Director-South America	Regular	Full-Time	N	Approved	1/1/1980
19000510	KU012	KU510	Dir-Japan	Regular	Full-Time	N	Approved	1/1/1980
19000530	KU012	KU530	Director-Asia Pacific	Regular	Full-Time	N	Approved	1/1/1980
19000420	KU014	KU420	Director-Sales	Regular	Full-Time	N	Approved	1/1/1980
19000520	KU014	KU520	Director-Europe	Regular	Full-Time	N	Approved	1/1/1980
19000410	KU015	KU410	Director-Marketing	Regular	Full-Time	N	Approved	1/1/1980
19000430	KU016	KU430	Director-Customer Services	Regular	Full-Time	N	Approved	1/1/1980
19000310	KU019	KU310	Director-R&D	Regular	Full-Time	N	Approved	1/1/1980
19000053	KU025	KU162	Radiology Technologist II	Regular	Full-Time	N	Approved	1/1/1980
19000054	KU025	KU163	ICU RN - weekend Part Time	Regular	Part-Time	N	Approved	1/1/1980
19000055	KU025	KU164	Registered Nurse - ER PTime	Regular	Part-Time	N	Approved	1/1/1980
19000060	KU025	KU168	Radiologist - Heart Research	Regular	Part-Time	N	Approved	1/15/1992
19000091	KU032	KU038	Time & Labour Specialist	Regular	Full-Time	N	Approved	1/1/1980
19000056	KU032	KU051	Administrative Assistant	Regular	Full-Time	Y	Approved	1/1/1980
19320001	KW001	KW0001	Country Manager Switzerland	Regular	Full-Time	N	Approved	1/1/1980
19320003	KW002	KW0002	Sales Manager	Regular	Full-Time	N	Approved	1/1/1980
19320007	KW002	KW0004	Sales Specialist	Regular	Full-Time	N	Approved	1/1/1980
19320008	KW002	KW0005	Pre Sales	Regular	Full-Time	N	Approved	1/1/1980
19320005	KW002	KW0006	Senior Consultant	Regular	Full-Time	N	Approved	1/1/1980
19320006	KW002	KW0007	Junior Consultant	Regular	Full-Time	N	Approved	1/1/1980
L0000050	L1000	L0042	Accountant	Regular	Full-Time	N	Approved	1/1/1980
L0000022	L1102	L0008	Clerk-Typist	Regular	Full-Time	N	Approved	1/1/1980
L0000012	L1110	L0019	Employee Relations Specialist	Regular	Full-Time	N	Approved	1/1/1980
L0000016	L1111	L0022	Employee Relations Specialist	Regular	Full-Time	N	Approved	1/1/1980
L0000021	L1120	L0008	Clerk-Typist	Temporary	Full-Time	N	Approved	1/1/1980
L0000005	L2000	L0003	Program Analyst	Regular	Full-Time	N	Approved	1/1/1980
L0000009	L3100	L0018	Computer Specialist	Regular	Full-Time	N	Approved	1/1/1980
L4002010	L4020	L4201	Budget Analyst	Regular	Full-Time	N	Approved	1/1/1980
PUA8016	PGV1000	PA1750	Clerk	Regular	Part-Time	N	Approved	1/1/1990
PUA8008	PGV1003	PA1051	Administrator-Licensing&Certif	Regular	Full-Time	N	Approved	1/1/1990
PUA8009	PGV1003	PA1051	Administrator-Licensing&Certif	Regular	Full-Time	N	Approved	1/1/1990
PUA8017	PGV1003	PA1750	Clerk	Regular	Full-Time	N	Approved	1/1/1990
PUJ5003	PJC3000	PJ1251	Assistant - Administrative	Regular	Part-Time	N	Approved	1/1/1990
PUJ5004	PJC3100	PJ1251	Assistant - Administrative	Regular	Full-Time	N	Approved	1/1/1990
PUJ5007	PJC3151	PJ1252	Assistant - Teaching	Regular	Part-Time	N	Approved	1/1/1990

Position Nbr	Dept ID	JobCode	Description	Reg/Temp	Full/Part Time	Confidential Position	Status	Status Date
PUJ5016	PJC3151	PJ3700	Professor	Regular	Part-Time	N	Approved	1/1/1990
PUJ5009	PJC3152	PJ1252	Assistant - Teaching	Regular	Part-Time	N	Approved	1/1/1990
PUJ5018	PJC3152	PJ3700	Professor	Regular	Part-Time	N	Approved	1/1/1990
PUN7015	PNC2000	PN1750	Clerk	Regular	Full-Time	N	Approved	1/1/1990
PUN7037	PNC2001	PN4202	Specialist -Employee Relations	Regular	Part-Time	N	Approved	1/1/1990
PUN7010	PNC2002	PN1151	Analyst-Budget	Regular	Full-Time	N	Approved	1/1/1990
PUN7017	PNC2002	PN1750	Clerk	Regular	Part-Time	N	Approved	1/1/1990
PUN7023	PNC2006	PN2301	Engineer-Public Works I	Regular	Full-Time	N	Approved	1/1/1990
PUN7032	PNC2031	PN3301	Officer-Law Enforcement	Regular	Full-Time	N	Approved	1/1/1990
PUN7028	PNC2032	PN2370	Firefighter	Regular	Full-Time	N	Approved	1/1/1990
PUU6018	PSU5001	PU1751	Clerk-Administrative I	Regular	Part-Time	N	Approved	1/1/1990
PUU6019	PSU5002	PU1752	Clerk-Administrative II	Regular	Part-Time	N	Approved	1/1/1990
PUU6031	PSU5304	PU3702	Professor - Associate	Regular	Full-Time	N	Approved	1/1/1990
PUU6013	PSU5305	PU1251	Assistant - Teaching	Regular	Part-Time	N	Approved	1/1/1990
PUU6014	PSU5305	PU1251	Assistant - Teaching	Regular	Part-Time	N	Approved	1/1/1990
PUU6032	PSU5305	PU3702	Professor - Associate	Regular	Part-Time	N	Approved	1/1/1990
PUU6030	PSU5306	PU3701	Professor-Assistant	Regular	Full-Time	N	Approved	1/1/1990
PUU6033	PSU5306	PU3702	Professor - Associate	Regular	Full-Time	N	Approved	1/1/1990

Department KC001 Human Resources

Position No./Emplid	Effective Date	Position Title/Employee Name	Reports To	DeptID	Job Code	Sal Adm	Pay Grd	Comp -any	Pay Grp	Empl Type	Loca-tion	Reg/ Temp	Full/ Part	Std Hours	Work Period	Hol Sch	Shift	Telephone	Union Code
19000017	01/01/1980*	Senior Secretary	19000101	KC001	KC003	KC02		GBI			KCON0	R	F	40.00	Weekly		N		
KC0001	02/01/1997	Griffiths,Martina Rae		KC001	KC003	KC01	004	GBI	KC2	S	KCON0	R	F	40.00	Weekly	KC01	N		
19000104	01/01/1980*	Analyst Trainee	19000101	KC001	KC010	KC02		GBI			KCBC0	R	F	40.00	Weekly		N		
KC0014	07/05/1998	Henderson,David M		KC001	KC010	KC02	002	GBI	KC2	S	KCBC0	R	F	40.00	Weekly	KC01	N		
19000102	01/01/1980*	Human Resources Analyst	19000101	KC001	KC012	KC02		GBI			KCQC0	R	F	40.00	Weekly		N		
KC0024	01/19/1990	Maissoneuve,Louise		KC001	KC012	KC02	006	GBI	KC1	S	KCQC0	R	F	40.00	Weekly	KC01	N		
19000017	01/01/1980*	Senior Secretary	19000101	KC001	KC003	KC02		GBI			KCON0	R	F	40.00	Weekly		N		
KC0028	12/02/1985	Jacobs,Lisa Leigh		KC001	KC003	KC02		GBI	KC4	S	KCON0	R	F	40.00	Weekly	KC01	N		
19000101	01/01/1980*	Mgr Employee Relations	19000550	KC001	KC018	KC02		GBI			KCQC0	R	F	40.00	Weekly		N		
KC0031	06/06/1994	Saint-Amand,Marcel		KC001	KC018	KC02	007	GBI	KC3	S	KCQC0	R	F	40.00	Weekly	KC01	N	514/444-8888	
19000602	01/01/1980*	Human Resources Analyst	19000101	KC001	KC012	KC02		GBI			KCAB0	R	F	40.00	Weekly		N		
KC0033	04/22/1984	Chan,Diana E		KC001	KC012	KC02	006	GBI	KC3	S	KCAB0	R	F	40.00	Weekly	KC01	N		

Start of period: 01/11/1999 End of Period: 01/12/1999

*** ESTABLISHMENT IDENTIFICATION ***

SIRET: 120027016 APE Code: 511C
Establishment: Paris - Headquarter
Address:
125 rue Sebastien Mercier
Postal Code: 75015 City: Paris

*** ESTABLISHMENT WORKFORCE ***

Your establishment has less than 50 employees. This report is not obligatory.

Workforce before the period: 19
+
Entries of the period 1
-
Leaves of the period 2
=
Workforce at the end of Period: 18 -> 12 Men and 6 Women

Number of agency/temp workers at the end of period: 0

*** MONTH ACTIVITY ***

Name	Nationality	Year of birth	Sex	Job	INSEE Num.	Entry	Contract nature	Leave	Reason
Granjean,Serge	C	1944	M	Operations Director	3710			25/11/1999	LE
Halcyon,D'orothea	A	1965	F	Group chief				15/11/1999	TS
Carboneaux,Martin	F	1980	M	Junior assistant	5417	20/11/1999	RD		

End of Report

Start of periode: 01/01/1999 End of periode: 01/01/2000

*** ESTABLISHMENT ***

SIRET: 120027016 APE Code: 511C
Establishment: Paris - Headquarter
Adresse:
125 rue Sebastien Mercier
Postal Code: 75015 City: Paris

*** PERSONAL REGISTER ***

Order	Name	Nationality	Sex	Date of Birth	Job	Prof. Qualif.	Additional Info.	Entry	Leave
0	Grioux,Ghislaine		F	22/07/1943	Admin Assistant to the CEO	Workman		06/05/1982	
1	Halcyon,D'orothea	USA	F	05/05/1965	Group chief			09/12/1990	15/11/1999
3	Breton,Jean-Claude	France	M	26/01/1977	Assistant	Workman		11/09/1996	
4	Day Jr.,Beauchamp	France	M	04/08/1976	Network administrator	Manager	Limited Contract	23/09/1997	
5	Levasseur,Jean-Pierre	France	M	29/10/1974	Assistant	Workman	Limited Contract	22/01/1995	
6	Favreau,Mireille	France	F	05/12/1978	Junior assistant	Workman	Limited Contract	29/05/1998	
7	Louzaouen,Michel	France	M	28/08/1972	Senior assistant		Part-Time Limited Contract	17/12/1998	
8	Carboneaux,Martin	France	M	17/10/1980	Junior assistant	Workman	Limited Contract	20/11/1999	
9	Gautier,Florence	France	F	25/01/1955	Sales Manager	Manager	Limited Contract	02/05/1982	

End of Report

*** ESTABLISHMENT IDENTIFICATION ***

SIRET: 120027016 APE Code: 511C
Establishment: Paris - Headquarter
Adress:
125 rue Sebastien Mercier
Postal Code: 75015 City: Paris

*** DISTRIBUTION BY GENDER AND QUALIFICATION ***

SEX	Apprentice	Workers not Qualified	Workers Qualified	Employees	Managers Technician .	Executive	Not available citizenship	TOTAL
Men	0	0	0	0	0	0	13	13
Women	0	0	0	0	0	0	6	6

*** DISTRIBUTION BY AGE GENDER AND NATIONALITY ***

NATIONALITY	Old. SEX	Born in 1940 or before Men	Born in 1940 or before Women	Born from 1940 to 1955 Men	Born from 1940 to 1955 Women	Born from 1956 to 1970 Men	Born from 1956 to 1970 Women	Born in 1971 or after Men	Born in 1971 or after Women	TOTAL Men	TOTAL Women
Spanish		0	0	0	0	0	0	0	0	0	0
Italian		0	0	0	0	0	0	0	0	0	0
Portuguese		0	0	0	0	0	0	0	0	0	0
Others in EEC		0	0	1	0	1	0	0	0	2	0
ex-Yougoslavian		0	0	0	0	0	0	0	0	0	0
Other European Nationalities		0	0	0	0	0	0	0	0	0	0
Algerian		0	0	0	0	0	0	0	0	0	0
Moroccan		0	0	0	0	0	0	0	0	0	0
Tunisian		0	0	0	0	0	0	0	0	0	0
African French-Speaking		0	0	0	0	0	0	0	0	0	0
Other African Nationalities		0	0	0	0	0	0	0	0	0	0
Turkey		0	0	0	0	0	0	0	0	0	0
Cambodgian, Laotian, Vietnamese		0	0	0	0	0	0	0	0	0	0
Other Asian Nationalities		0	0	0	0	0	0	0	0	0	0
Other Nationalities and Stakeless persons		0	0	0	0	0	0	1	0	1	0
Not available citizenship		0	0	0	1	0	0	0	0	0	1
TOTAL Foreigners		0	0	1	1	1	0	1	0	3	1

*** DISTRIBUTION BY QUALIFICATION AND NATIONALITY ***

NATIONALITY	Apprentice	Workers not Qualified	Workers Qualified	Employees	Managers Technician .	Executive	Not available citizenship	TOTAL

Spanish	0	0	0	0	0	0	0	0
Italian	0	0	0	0	0	0	0	0
Portuguese	0	0	0	0	0	0	0	0
Others in EEC	0	0	0	0	0	0	2	2
ex-Yougoslavian	0	0	0	0	0	0	0	0
Other European Nationalities	0	0	0	0	0	0	0	0
Algerian	0	0	0	0	0	0	0	0
Moroccan	0	0	0	0	0	0	0	0
Tunisian	0	0	0	0	0	0	0	0
African French-Speaking	0	0	0	0	0	0	0	0
Other African Nationalities	0	0	0	0	0	0	0	0
Turkey	0	0	0	0	0	0	0	0
Cambodgian, Laotian, Vietnamese	0	0	0	0	0	0	0	0
Other Asian Nationalities	0	0	0	0	0	0	0	0
Other Nationalities and Stakeless persons	0	0	0	0	0	0	1	1
Not available citizenship	0	0	0	0	0	0	1	1
TOTAL Foreigners Men	0	0	0	0	0	0	3	3
TOTAL Foreigners Women	0	0	0	0	0	0	1	1

End of Report

Employee Survey
Establishment
XXXXXXXXXXXXXXXXXX

Year : 1999

1 - Employment

111 Total Workforce

Executive	Act Exec	Worker	Total
1.000	17,00	2,00	20,00

112 Full Time Workforce

Executive	Act Exec	Worker	Total
1.000	12,00	1,00	14,00

113 Limited Contract

Executive	Act Exec	Worker	Total
0.000	5,00	0,00	5,00

114 Workforce per Month

Executive	Act Exec	Worker	Total
1.000	16,00	2,00	19,00

115A Total Workforce: Male

Executive	Act Exec	Worker	Total
1.000	12,00	0,00	13,00

115B Total Workforce: Female

Executive	Act Exec	Worker	Total
0.000	5,00	2,00	7,00

115C Total Workforce: Unknown

Executive	Act Exec	Worker	Total
0.000	0,00	0,00	0,00

116A < 25 Years Old

Executive	Act Exec	Worker	Total
0.000	3,00	1,00	4,00

116B < 30 Years Old

Executive	Act Exec	Worker	Total
0.000	3,00	0,00	3,00

116C < 35 Years Old

Executive	Act Exec	Worker	Total
0.000	2,00	1,00	3,00

116D < 40 Years Old

Executive	Act Exec	Worker	Total
0.000	1,00	0,00	1,00

116E >= 40 Years Old

Executive	Act Exec	Worker	Total
1.000	8,00	0,00	9,00

117A < 1 Year of Service

Executive	Act Exec	Worker	Total
0.000	0,00	0,00	0,00

117B < 3 Years of Service

Executive	Act Exec	Worker	Total
0.000	3,00	1,00	4,00

117C < 5 Years of Service

Executive	Act Exec	Worker	Total
0.000	4,00	0,00	4,00

117D < 10 Years of Service

Executive	Act Exec	Worker	Total
0.000	3,00	0,00	3,00

117E >= 10 Years of Service

Executive	Act Exec	Worker	Total
1.000	7,00	1,00	9,00

118A French Employees

Executive	Act Exec	Worker	Total
0.000	0,00	0,00	0,00

118B Foreigner Employees

Executive	Act Exec	Worker	Total
1.000	17,00	2,00	20,00

119 Workforce Distribution

Executive	Act Exec	Technician	Worker	Non Qua EE	Total
1.000	10,00	7,00	2,00	0,00	20,00

PeopleSoft
Employee Total Compensation Report

Lewis,Douglas
3569 Malta Ave
Newark NJ 07112
USA

As of Date: 31-DEC-2000

			Employee Amount	Employer Amount
TOTALCOMP				
	BENEFITS			
		K003		
		K013		132.00
		K008		
		K017		216.00
		K027		
		K050		12,999.96
		K034		
		K061		78.00
TOTALCOMP				
	BENEFITS			
		K003		
		K013		
		K008		
		K017		
		K027		
		K050		
		K034		
		K061		
Total Compensation			**0.00 USD**	**13,425.96 USD**

PeopleSoft

Group Summary Compensation Report

Period: From 01-JAN-2000 To 31-DEC-2000

KU008

US Departments

			As of Date	Employee Amount	Employer Amount
TOTALCOMP					
	BENEFITS				
		K003			
		K013			
			31-DEC-2000		8,208.00
		K008			
		K017			
			31-DEC-2000		12,576.00
					K019
			31-DEC-2000		5,280.00
		K023			
		K034			
			31-DEC-2000		9,900.00
					K036
			31-DEC-2000		21,588.00
		K027			
		K050			
			31-DEC-2000		89,520.84
		K029			
		K053			
			31-DEC-2000		1,157.16
		K034			
		K061			
			31-DEC-2000		2,886.00
Total Compensation for KU008 :				**0.00 USD**	**151,116.00 USD**

PeopleSoft

Group Summary Compensation Report

Period: From 01-JAN-2000 To 31-DEC-2000

KU008

US Departments

			As of Date	Employee Amount	Employer Amount
TOTALCOMP					
	BENEFITS				
		K003			
		K013			
			31-DEC-2000		8,208.00
		K008			
		K017			
			31-DEC-2000		12,576.00
					K019
			31-DEC-2000		5,280.00
		K023			
		K034			
			31-DEC-2000		9,900.00
					K036
			31-DEC-2000		21,588.00
		K027			
		K050			
			31-DEC-2000		89,520.84
		K029			
		K053			
			31-DEC-2000		1,157.16
		K034			
		K061			
			31-DEC-2000		2,886.00
Total Compensation for KU008 :				**0.00 USD**	**151,116.00 USD**

PeopleSoft

Group Detail Compensation Report

Period: From 01-JAN-2000 TO 31-DEC-2000

Group: **KU008** US Departments

Employee: **KU0001** Lewis,Douglas

			As of Date	Employee Amount	Employer Amount
K001	**K013**	Basic Life ER Cost	31-DEC-2000		132.00
	K015	Benefit Program Credit	31-DEC-2000		4,899.96
	K017	Dental Credit	31-DEC-2000		216.00
	K037	Leave Plan	31-DEC-2000	12,000.00	
	K038	Leave plan -- Vacation	31-DEC-2000	21,000.00	
	K048	Savings Plan EE Before Tax Contribution	31-DEC-2000	12,999.96	
	K050	Savings Plan ER Before Tax Matching	31-DEC-2000		12,999.96
	K060	Vision EE Cost	31-DEC-2000	129.96	
	K061	Vision ER Cost	31-DEC-2000		78.00
Total Compensation for Lewis,Douglas :				**46,129.92 USD**	**18,325.92 USD**

PeopleSoft
COURSE SESSION ROSTER

Report ID: TRN002

Page No. 1
Run Date: 8/31/2000
Run Time: 15:10:25

Course: KF004 Project Management
Session: 0001
Start Date: 11/23/2000

Emplid	Name
KF0009	Breton,Jean-Claude
KF0015	Levasseur,Jean-Pierre
KF0016	Favreau,Mireille
KF0017	Ledoux,Louis
KF0018	Chabot,Yves
KF0020	Carboneaux,Martin

End of Report

PeopleSoft
COURSE WAITING LIST

Report ID: TRN003

Run Date: 8/31/2000
Run Time: 14:59:38

Course: K018 PeopleTools 1

Emplid	Name	Waiting For	Since
K0G002	Nichta,Issac	Session number 0004	06/09/2000
K0G003	Bergsten,Darlene	Session number 0004	06/09/2000
KC0003	Rogers,Cynthia A	Session number 0001	06/09/2000
KC0004	Reid,Charles M	Session number 0001	06/09/2000
KC0012	Quency,Nancy J	Session number 0002	06/09/2000
KU0015	Espinosa,Carmichael	Session number 0001	06/09/2000
KU0037	Morgan,Richard	Session number 0004	06/09/2000
L00040	St. John Jr.,Jack	Session number 0001	06/09/2000
L00041	Portavino,Vincent R	Session number 0001	06/09/2000
PA007	Smith,Maureen	Session number 0004	06/09/2000
PA018	Steen,Nicholas	Session number 0004	06/09/2000
KU0048	Francisco,Brenton	Course	06/09/2000
PJ006	Johnson,Christina	Course	06/09/2000

End of Report

PeopleSoft
TRAINING SCHEDULE

Report ID: TRN004

Page No. 1
Run Date: 8/31/2000
Run Time: 15:00:08

Classes Starting: 01/01/00 - 31/12/00

Course	Description	Session	Start	End	Duration	Students Min	Students Max
K001	Time Management	0005	12/07/00	13/07/00	2.00 Day	5	10
		0006	08/11/00	09/11/00	2.00 Day		
		0007	15/11/00	16/11/00	2.00 Day		
K006	Conducting Performance Reviews	0002	23/06/00	23/06/00	1.00 Day	4	6
		0003	21/09/00	21/09/00	1.00 Day		
K010	Leadership Skills for Managers	0001	03/07/00	03/07/00	1.00 Day	5	10
		0002	06/12/00	06/12/00	1.00 Day		
K012	Project Management	0005	09/10/00	10/10/00	2.00 Day	4	8
			16/10/00	17/10/00	2.00 Day		
		0006	07/12/00	08/12/00	2.00 Day		
			14/12/00	15/12/00	2.00 Day		
K017	Java Programming	0001	07/08/00	10/08/00	4.00 Day	5	15
		0002	27/11/00	30/11/00	4.00 Day		
K018	PeopleTools 1	0002	19/06/00	23/06/00	5.00 Day	5	15
		0003	17/07/00	21/07/00	5.00 Day		
		0004	11/09/00	15/09/00	5.00 Day		
K019	PeopleTools 2	0002	17/07/00	21/07/00	5.00 Day	5	15
		0003	23/10/00	27/10/00	5.00 Day		
K022	Computer Basics: Using a PC	0001	10/10/00	10/10/00	1.00 Day	4	8
		0002	24/10/00	24/10/00	1.00 Day		
KF003	Performance Management	0001	08/09/00	08/09/00	1.00 Day	5	8
KF004	Project Management	0001	23/11/00	26/11/00	4.00 Day	4	8
L104	Federal Gov't Orientation	0017	10/07/00	10/07/00	1.00 Day	4	10
		0018	07/08/00	07/08/00	1.00 Day		
		0019	08/09/00	08/09/00	1.00 Day		
		0020	02/10/00	02/10/00	1.00 Day	3	
		0021	03/11/00	03/11/00	1.00 Day	4	
		0022	04/12/00	04/12/00	1.00 Day		

End of Report

PeopleSoft
FACILITY SCHEDULE

Report ID: TRN005

Run Date: 8/31/2000
Run Time: 15:01:23

Facility: Corporation Headquarters
Date Range: 01/01/00 - 31/12/00

Room: Training Room 2

Starting	Ending	Course		Contact
19/06/00	23/06/00	K018	PeopleTools 1	Taylor,David
03/07/00	03/07/00	K010	Leadership Skills for Managers	Taylor,David
17/07/00	21/07/00	K019	PeopleTools 2	Taylor,David
11/09/00	15/09/00	K018	PeopleTools 1	Taylor,David
07/12/00	08/12/00	K012	Project Management	Taylor,David

Room: Training Room 3

Starting	Ending	Course		Contact
14/12/00	15/12/00	K012	Project Management	Taylor,David

End of Report

Budget Period: K1999CALYR Business Unit: CAN01 Base Currency: USD

Department		Approved	Budget	Ratio	Cost
KC001	Human Resources	8	1707.760	75.77 %	1293.909
KC003	Information Services	8	2825.280	67.17 %	1897.721
KC006	Training & Administration	19	612.280	77.65 %	475.456
		35	5145.320	71.27 %	

Budget Period: K1999CALYR Business Unit: CAN01 Base Currency: USD

	Demand ID		Approved	Demands
C	000001	Professional Presentations	6	10
C	000009	PeopleSoft HRMS	7	4
C	000010	Gender Communication	19	8
I	000011	Davies,Craig R	1	1
I	000012	Griffiths,Martina Rae	1	1
I	000013	Saint-Amand,Marcel	1	1
			35	25

Budget Period: K1999CALYR Business Unit: CAN01 Base Currency: CAD Global Scenario: KGBLCAN2

Department		Approved	Budget	Ratio	Cost
KC001	Human Resources	8	2170.000	75.77 %	1644.130
KC003	Information Services	8	3590.000	67.17 %	2411.370
KC006	Training & Administration	19	778.000	77.65 %	604.150
		35	6538.000	71.27 %	

Budget Period: K1999CALYR Business Unit: CAN01 Base Currency: USD Global Scenario: KGBLCAN2

	Demand ID		Approved	Demands
C	000001	Professional Presentations	6	10
C	000009	PeopleSoft HRMS	7	4
C	000010	Gender Communication	19	8
I	000011	Davies,Craig R	1	1
I	000012	Griffiths,Martina Rae	1	1
I	000013	Saint-Amand,Marcel	1	1
			35	25

Course	K002 Corporate Orientation		
Course Status	Active	Session Administration	YES
Course Offering	As Required		
Revision Date		Creation Date	01/01/1980
Course Type	Functional		
Primary Delivery Method	Instructor Led	Internal / External	Internal
Duration Time	3.00 Hour	Course Units	0.00
Minimum Number of students	5.00	Maximum Number of students	15.00
School Code		School Name	

Description: Introduces the new employee to operating procedures.

License / Certification Code

SRP Safety Recognition Program

Course K003

Course Status	Active	Session Administration	YES
Course Offering	Quarterly		
Revision Date		Creation Date	01/01/1980
Course Type	Skill Development		
Primary Delivery Method	Instructor Led	Internal / External	Internal
Duration Time	1.00	Course Units	0.00
Minimum Number of students	5.00	Maximum Number of students	8.00
School Code		School Name	

Description

This course focuses on the underlying principles of performance management and ways to intervene early in behavioral or motivational type problems.
Areas to be covered will be designing and implementing a performance management system, negotiating appropriate performance standards, performance improvement plans and their linkage to discipline and pay, methods for motivating staff, coaching employees for success, techniques for dealing with resistance or defensiveness, conducting performance evaluations and documentation.

Course Session Number

Course Start Date Course End Date

Instructor ID Name

Rating

Course Rating	Area Rating Count	
1.00	2.00	
2.00	6.00	
Average 1.60		8.00

Rating

Course Rating	Area Rating Count	
1.00	4.00	
2.00	2.00	
Average 1.20		6.00

Rating

Course Rating	Area Rating Count	
1.00	4.00	
2.00	2.00	

Course Average 1.45

Course K003

Course Status	Active	Session Administration	YES
Course Offering	Quarterly		
Revision Date		Creation Date	01/01/1980
Course Type	Skill Development		
Primary Delivery Method	Instructor Led	Internal / External	Internal
Duration Time	1.00	Course Units	0.00
Minimum Number of students	5.00	Maximum Number of students	8.00
School Code		School Name	

Description

This course focuses on the underlying principles of performance management and ways to intervene early in behavioral or motivational type problems.
Areas to be covered will be designing and implementing a performance management system, negotiating appropriate performance standards, performance improvement plans and their linkage to discipline and pay, methods for motivating staff, coaching employees for success, techniques for dealing with resistance or defensiveness, conducting performance evaluations and documentation.

Average	1.20		6.00
Rating			
Course Rating	Area Rating Count		
		1.00	4.00
		2.00	2.00
Average	1.20		6.00
Session Average	1.30		2.00

Course Session Number

Course Start Date		Course End Date	
Instructor ID		Name	
Rating			
Course Rating	Area Rating Count		
		1.00	2.00
		2.00	6.00
Average	1.60		8.00
Rating			
Course Rating	Area Rating Count		
		2.00	10.00

Course Average 1.45

Course	K003		
Course Status	Active	Session Administration	YES
Course Offering	Quarterly		
Revision Date		Creation Date	01/01/1980
Course Type	Skill Development		
Primary Delivery Method	Instructor Led	Internal / External	Internal
Duration Time	1.00	Course Units	0.00
Minimum Number of students	5.00	Maximum Number of students	8.00
School Code		School Name	

Description

This course focuses on the underlying principles of performance management and ways to intervene early in behavioral or motivational type problems.
Areas to be covered will be designing and implementing a performance management system, negotiating appropriate performance standards, performance improvement plans and their linkage to discipline and pay, methods for motivating staff, coaching employees for success, techniques for dealing with resistance or defensiveness, conducting performance evaluations and documentation.

Average	2.00		10.00
Rating			
Course Rating	Area Rating Count		
		1.00	3.00
		2.00	4.00
Average	1.40		7.00
Rating			
Course Rating	Area Rating Count		
		1.00	3.00
		2.00	4.00
Average	1.40		7.00
Session Average	1.60		4.00

Course Average 1.45

Course K018 PeopleTools 1
Session 0004
Date 09/11/2000 - 09/15/2000
Facility KUFAC1 Corporation Headquarters

Participant		Status
KC0015	Campbell,Barry Robert	Enrolled
KU0005	Aliverdi,Reza	Enrolled
KU0033	Osorio,Dominick	Enrolled
KU0088	Thorp,Anson	Enrolled
K0G002	Nichta,Issac	Session Waitlist
K0G003	Bergsten,Darlene	Session Waitlist
KU0037	Morgan,Richard	Session Waitlist
PA007	Smith,Maureen	Session Waitlist
PA018	Steen,Nicholas	Session Waitlist

Course	K018	PeopleTools 1
Session Number	0004	Active
Course Start Date	09/11/2000	
Course End Date	09/15/2000	
Facility	KUFAC1	Corporation Headquarters

Course	K018	PeopleTools 1
Session Number	0004	Active
Course Start Date	09/11/2000	
Course End Date	09/15/2000	
Facility	KUFAC1	Corporation Headquarters

Rating Area Content

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Rating Area Facility

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Rating Area Instructors

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Rating Area Materials

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Rating Area Presentation

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

EMPLID KU0042

Name Johnson,Danny

Course		Session Number	Start Date	End Date	Status	Grade
K012	Project Management	0001	02/15/1999	02/23/1999	Completed	p
K012	Project Management	0001	02/15/1999	02/23/1999	Completed	p
K004	Gender Communication	0002	06/11/1999	06/11/1999	Completed	p
K004	Gender Communication	0002	06/11/1999	06/11/1999	Completed	p
K007	Effective Interviewing	0002	11/18/1999	11/18/1999	Completed	p
K007	Effective Interviewing	0002	11/18/1999	11/18/1999	Completed	p

KG0005 /0 O'Flaherty,Seamus Patrick
KG0005 Sales Representative

Course		Required	Session Begin	End	Attendance
Training Program: KSALES Sales Representatives Training					
K005	Professional Presentations	YES			
K010	Leadership Skills for Managers	YES			

Company ACC State of Accord
Location PACEB State of Accord, Executive Blg

EmplId	Name	Course	Session	Begin	End
PA007	Smith,Maureen	K018	0004	09/11/2000	09/15/2000
		PeopleTools 1			
PGV1001	Dpt Hlth & Mntl Hyg	1			
PA018	Steen,Nicholas	K018	0004	09/11/2000	09/15/2000
		PeopleTools 1			
PGV1003	Licensing & Certification	1			
Location Sum					
PACEB	State of Accord, Executive Blg	2			
Company Sum					
ACC	State of Accord	2			

Course	KF003 Performance Management		
Course Status	Active	Session Administration	YES
Course Offering	Quarterly		
Revision Date		Creation Date	01/01/1980
Course Type	Continuing Education		
Primary Delivery Method	Instructor Led	Internal / External	Internal
Duration Time	1.00 Day	Course Units	0.00
Minimum Number of students	5.00	Maximum Number of students	8.00
School Code		School Name	

Course Content

This course focuses on the underlying principles of performance management and ways to intervene early in behavioral or motivational type problems.
Areas to be covered will be designing and implementing a performance management system, negotiating appropriate performance standards, performance improvement plans and their linkage to discipline and pay, methods for motivating staff, coaching employees for success, techniques for dealing with resistance or defensiveness, conducting performance evaluations and documentation.

Course	K003 Performance Management		
Course Status	Active	Session Administration	YES
Course Offering	Quarterly		
Revision Date		Creation Date	01/01/1980
Course Type	Skill Development		
Primary Delivery Method	Instructor Led	Internal / External	Internal
Duration Time	1.00 Day	Course Units	0.00
Minimum Number of students	5.00	Maximum Number of students	8.00
School Code		School Name	

Description

This course focuses on the underlying principles of performance management and ways to intervene early in behavioral or motivational type problems.
Areas to be covered will be designing and implementing a performance management system, negotiating appropriate performance standards, performance improvement plans and their linkage to discipline and pay, methods for motivating staff, coaching employees for success, techniques for dealing with resistance or defensiveness, conducting performance evaluations and documentation.

Category		Subcategory	
MANAGEMENT	Management	CAREER DEV	Career Development

Course	K021 Database Design		
Course Status	Active	Session Administration	YES
Course Offering	Quarterly		
Revision Date		Creation Date	01/01/1980
Course Type	Technical		
Primary Delivery Method	Instructor Led	Internal / External	Internal
Duration Time	2.00 Day	Course Units	0.00
Minimum Number of students	5.00	Maximum Number of students	10.00
School Code		School Name	

Description: This course provides students with the basic fundamentals for creating effective, efficient database systems.

Equipment/Materials Code	Description	Author	Year Published	ISBN
K002	Hanging White Board		0	
K008	Flip Chart with Pens		0	
K012	Computer Workstations		0	
K016	Instructor Guide		0	
K017	Student Guides		0	
K022	Lunch		0	

Course	K012 Project Management		
Course Status	Active	Session Administration	YES
Course Offering	Quarterly		
Revision Date		Creation Date	01/01/1980
Course Type	Skill Development		
Primary Delivery Method	Instructor Led	Internal / External	Internal
Duration Time	4.00 Day	Course Units	0.00
Minimum Number of students	4.00	Maximum Number of students	8.00
School Code		School Name	

Description: Teaches techniques and tools used in project management, including Gantt charts, PERT charts, scheduling, and estimating.

Vendor		Vendor Type	Accounts Payable Vendor ID
KCVND1	Knowledge Transfer	Outside Instructors	

Comments : This firm provides instructors that specialize in technical areas.

Course	K019 PeopleTools 2		
Course Status	Active	Session Administration	YES
Course Offering	Quarterly		
Revision Date		Creation Date	01/01/1980
Course Type	Technical		
Primary Delivery Method	Instructor Led	Internal / External	Internal
Duration Time	5.00 Day	Course Units	0.00
Minimum Number of students	5.00	Maximum Number of students	15.00
School Code		School Name	

Description: This course follows on from the PeopleTools 1 course, and provides students with a thorough understanding of PeopleCode and other applications within the PeopleSoft environment.

Prerequisite Course		Course Type	Internal / External	Duration Time
K018	PeopleTools 1	Technical	Internal	5.00
Description	This course teaches students the essentials of building effective, usable systems in the PeopleSoft environment.			

Course	K001 Time Management		
Course Status	Active	Session Administration	YES
Course Offering	Quarterly		
Revision Date		Creation Date	01/01/1980
Course Type	Skill Development		
Primary Delivery Method	Instructor Led	Internal / External	Internal
Duration Time	2.00 Day	Course Units	1.00
Minimum Number of students	5.00	Maximum Number of students	10.00
School Code		School Name	

Description

This two day program is designed to help you learn to become a better manager of your time. Simple, easy to use solutions are provided to assist in learning to actually manage your time rather than working longer days. This workshop includes an assessment that covers the major categories of time management and helps you discover present strengths in managing time and identify opportunities for improving time management skills.

Competency

0110	Ability to manage own time
4014	Multi-Tasking
4015	Planning & Scheduling

Group B General Information

Indicator 02 Male

NonQualWrk	QualWrk	OfficeWrk	Manager	Executive	Total
0,00	4,00	4,00	8,00	1,00	17,00

Indicator 03 Female

NonQualWrk	QualWrk	OfficeWrk	Manager	Executive	Total
0,00	2,00	2,00	1,00	1,00	6,00

Indicator 04 Male + Female

NonQualWrk	QualWrk	OfficeWrk	Manager	Executive	Total
0,00	6,00	6,00	9,00	2,00	23,00

Indicator 08 Apprentice Contracts

Value	QualWrk	OfficeWrk	Manager	Executive	Total
0,00	0,00	0,00	0,00	0,00	0,00

Indicator 09 Qualification Contracts

Value	QualWrk	OfficeWrk	Manager	Executive	Total
1,00	0,00	0,00	0,00	0,00	0,00

Indicator 10 Back To Work Contracts

Value	QualWrk	OfficeWrk	Manager	Executive	Total
0,00	0,00	0,00	0,00	0,00	0,00

Indicator 11 Number of Establishments

< 50	50 - 199	> 199	Manager	Executive	Total
2,00	0,00	0,00	0,00	0,00	0,00

Group	C	Costs Summary
Indicator	01	Internal Training Cost

Total Cost

0,00

Indicator	02	Equipment Cost

Cost

0,00

Indicator	03	Competency Check

Cost

0,00

Budget Period: K1999CALYR Business Unit: CAN01 Base Currency: CAD

Course		Cost	Approved	Duration
K003	Performance Management	401.010	2	16
K004	Gender Communication	604.150	19	19
K005	Professional Presentations	1452.990	7	168
K013	PeopleSoft HRMS	2201.500	7	112

Course K012 Project Management
Session 0003
Date 10/21/1999 - 10/29/1999

Employee KU0015 Espinosa,Carmichael

Salary	2180.000
Vendor	320.000
Facility	1062.000
Equipment	30.000
Instructor	200.000
EE Expense	480.000
Session Expense	0.000
Total	4272.000

PeopleSoft

INSTRUCTOR SCHEDULE

Report ID: TRN033

Run Date: 31/08/00

Run Time: 15:07:40

Instructor: Campbell,Barry Robert

Date Range: 01/01/00 - 31/12/00

Start/End Dates	Start/End Times	Course		Facility	Room
08/02/00 09/02/00	9:00 a 6:00 p	K001	Time Management	Canadian Headquarters	Training Room 1
Contact : Mrs Angeline Cottswold			Phone 416/227-1234		
13/03/00 13/03/00	9:00 a 6:00 p	K006	Conducting Performance Reviews	Corporation Headquarters	Training Room 3
Contact : Taylor,David			Phone 877 5821234		
23/06/00 23/06/00	9:00 a 6:00 p	K006	Conducting Performance Reviews	California Location	Training Room 2
Contact : Morrison, Brad			Phone 510 7453456		
03/07/00 03/07/00	9:00 a 6:00 p	K010	Leadership Skills for Managers	Corporation Headquarters	Training Room 2
Contact : Taylor,David			Phone 877 5821234		
12/07/00 13/07/00	9:00 a 6:00 p	K001	Time Management	Canadian Headquarters	Training Room 1
Contact : Mrs Angeline Cottswold			Phone 416/227-1234		
21/09/00 21/09/00	9:00 a 6:00 p	K006	Conducting Performance Reviews	Vancouver Branch	Training Room 1
Contact : Thompson, Steve			Phone 604 888 9876		
08/11/00 09/11/00	9:00 a 6:00 p	K001	Time Management	Canadian Headquarters	Training Room 1
Contact : Mrs Angeline Cottswold			Phone 416/227-1234		
15/11/00 16/11/00	9:00 a 6:00 p	K001	Time Management	Canadian Headquarters	Training Room 1
Contact : Mrs Angeline Cottswold			Phone 416/227-1234		
06/12/00 06/12/00	9:00 a 6:00 p	K010	Leadership Skills for Managers	Canadian Headquarters	Training Room 2
Contact : Mrs Angeline Cottswold			Phone 416/227-1234		
07/12/00 08/12/00	9:00 a 6:00 p	K012	Project Management	Corporation Headquarters	Training Room 2
Contact : Taylor,David			Phone 877 5821234		
14/12/00 15/12/00	9:00 a 6:00 p	K012	Project Management	Corporation Headquarters	Training Room 3
Contact : Taylor,David			Phone 877 5821234		

End of Report

Course K001 Time Management
Session 0006
Date 11/08/2000 - 11/09/2000
Max Students 10
Enrolled 0

Facility KCFAC1 - Canadian Headquarters
Room ROOM1 - Training Room 1
Date 11/08/2000 - 11/09/2000

Equipment Code	Description	Quantity Required	# Available in Room	# Available at Facility	# Booked at Facility	
K002	Hanging White Board	1	1	-	-	
K016	Instructor Guide	1	0	0	1	*
K017	Student Guides	1	0	0	1	*

Contact Mrs Angeline Cottswold
Telephone # 416/227-1234

Budget Period: KF001 Year 2000 Budget Period
Business Unit: FRA01 France Business Unit
Department:
Course:

									Distribution By Gender		Distribution By Socio Professional Category				
Dept.	Demand ID	Course	Category	Sub Category	Description	Emplid	Active	Scenario	Demands Nbr	Male	Female	Unq.Wkr	Qua.Wkr	Office	Manager	Execut.
KF001	000014	KF001	PLANNING	ORGANIZATN	Time Management		BASE		8	5	3	0	0	3	4	1
KF002	000014	KF001	PLANNING	ORGANIZATN	Time Management		BASE		8	5	3	0	0	3	4	1
KF003	000014	KF001	PLANNING	ORGANIZATN	Time Management		BASE		2	1	1	0	0	0	2	0
KF004	000014	KF001	PLANNING	ORGANIZATN	Time Management		BASE		2	1	1	0	0	0	2	0
KF004	000015	KF004	PLANNING	RESOURCES	Project Management		BASE		10	5	5	0	0	6	4	0
KF005	000014	KF001	PLANNING	ORGANIZATN	Time Management		BASE		1	0	1	0	0	0	1	0
KF006	000014	KF001	PLANNING	ORGANIZATN	Time Management		BASE		1	0	1	0	0	0	1	0
KF006	000016	KF004	PLANNING	RESOURCES	Project Management		BASE		4	0	0	0	0	0	0	0
Collective Demands Total									36	17	15	0	0	12	18	2
KF001	000019	KF003	MANAGEMENT	CAREER DEV	Performance Management	KF0001			1	1	0	0	0	0	0	1
KF002	000018	KF002	HUMRES	NEW HIRE	Corporate Orientation	KF0007			1	1	0	0	0	0	1	0
KF002	000017	KF002	HUMRES	NEW HIRE	Corporate Orientation	KF0012			1	1	0	0	0	0	1	0
Individual Demands Total									3	3	0	0	0	0	2	1
Total									39	20	15	0	0	12	20	3

End of Report

Budget Period: KF001 Year 2000 Budget Period
Business Unit: FRA01 France Business Unit
Department:
Course:
Currency: USD US Dollar

								Costs						
Dept.	Demand ID	Course	Category	Sub Category	Description	Emplid	Active Scenario	Facility	Instruct.	Vendor	Equipment	Salary	Expense	Total
KF001	000014	KF001	PLANNING	ORGANIZATN	Time Management		BASE	0.00	256000.00	0.00	12800.00	2108.74	64000.00	334908.74
KF002	000014	KF001	PLANNING	ORGANIZATN	Time Management		BASE	0.00	256000.00	0.00	12800.00	2108.74	64000.00	334908.74
KF003	000014	KF001	PLANNING	ORGANIZATN	Time Management		BASE	0.00	64000.00	0.00	3200.00	527.18	16000.00	83727.18
KF004	000014	KF001	PLANNING	ORGANIZATN	Time Management		BASE	0.00	64000.00	0.00	3200.00	527.18	16000.00	83727.18
KF004	000015	KF004	PLANNING	RESOURCES	Project Management		BASE	8786.40	3514.56	56232.95	3075.24	10543.68	70291.19	152444.02
KF005	000014	KF001	PLANNING	ORGANIZATN	Time Management		BASE	0.00	32000.00	0.00	1600.00	263.59	8000.00	41863.59
KF006	000014	KF001	PLANNING	ORGANIZATN	Time Management		BASE	0.00	32000.00	0.00	1600.00	263.59	8000.00	41863.59
KF006	000016	KF004	PLANNING	RESOURCES	Project Management		BASE	3514.56	1405.82	22493.18	1230.10	0.00	28116.48	56760.14
Collective Demands Total Costs								12300.96	708920.38	78726.13	39505.34	16342.70	274407.67	1130203.18
KF001	000019	KF003	MANAGEMENT	CAREER DEV	Performance Management	KF0001		351.46	1054.37	4393.20	1098.30	527.18	2460.19	2866.56
KF002	000018	KF002	HUMRES	NEW HIRE	Corporate Orientation	KF0007		1317.96	70.29	234.30	8.79	49.42	197.69	506.68
KF002	000017	KF002	HUMRES	NEW HIRE	Corporate Orientation	KF0012		1317.96	70.29	234.30	8.79	32.95	197.69	490.21
								2987.38	1194.95	4861.81	1115.88	609.56	2855.58	3863.45
Total Costs								15288.34	710115.34	83587.94	40621.21	16952.26	277263.24	1134066.63

End of Report

PeopleSoft HRMS

FAIR EMPLOYMENT (NORTHERN IRELAND) ACT 1989

FAIR EMPLOYMENT (MONITORING) REGULATIONS (NORTHERN IRELAND) 1989

MONITORING RETURN

PART A - To be completed by all Registered Employers and Specified Public Authorities

COMPOSITION OF WORKFORCE

Pursuant to section 27(1) of the Fair Employment (Northern Ireland) Act 1989

1. Name of employer: Business Institute - UK

2. Address: 1 St. George Street

Reading
Berkshire
United Kingdom POSTCODE: RG12DD

3. Date to which the information in this Part of the return relates: 01/08/2000

4. List all other premises on or from which, on the date at 21 below, the activities of the employees of the concern were carried on: Belfast - Northern Ireland : Belfast , BE15HJ , United Kingdom

5. Total number of employees on the date at 3 above who are male: 1

6. Total number of employees on the date at 3 above who are female: 0

7. Is your concern one to which section 27(3) or (4) of the Fair Employment(Northern Ireland) Act 1989 has applied at any time since the start of the monitoring year (duty to monitor applicants)?

YES

PeopleSoft HRMS

FAIR EMPLOYMENT (NORTHERN IRELAND) ACT 1989

FAIR EMPLOYMENT (MONITORING) REGULATIONS (NORTHERN IRELAND) 1989

8. Enter in the appropriate box the number of employees on the date at 3 above described in columns (2) to (7) who are employed in the major groups of the Standard Occupational Classification described in column (1).

STANDARD OCCUPATIONAL CLASSIFICATION MAJOR GROUPS	NO. OF MALE PROTESTANT EMPLOYEES	NO. OF MALE ROMAN CATHOLIC EMPLOYEES	NO. OF MALE EMPLS. WHOSE CMNTY CANNOT BE DETERMINED	NO. OF FEMALE PROTESTANT EMPLOYEES	NO. OF FEMALE ROMAN CATHOLIC EMPLOYEES	NO. OF FEMALE EMPLS. WHOSE CMNTY CANNOT BE DETERMINED
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1 Managers and administrators	0	1	0	0	0	0
2 Professional occupations	0	0	0	0	0	0
3 Assoc. professional/technical	0	0	0	0	0	0
4 Clerical and secretarial	0	0	0	0	0	0
5 Crafts and skilled manual	0	0	0	0	0	0
6 Personal and protective	0	0	0	0	0	0
7 Sales occupations	0	0	0	0	0	0
8 Plant and machine operatives	0	0	0	0	0	0
9 Other occupations	0	0	0	0	0	0
TOTALS	0	1	0	0	0	0

9. Enter in the appropriate box the number of employees on the date at 3 above described in columns (2) to (7) who are apprentices.

	NO. OF MALE PROTESTANT EMPLOYEES	NO. OF MALE ROMAN CATHOLIC EMPLOYEES	NO. OF MALE EMPLS. WHOSE CMNTY CANNOT BE DETERMINED	NO. OF FEMALE PROTESTANT EMPLOYEES	NO. OF FEMALE ROMAN CATHOLIC EMPLOYEES	NO. OF FEMALE EMPLS. WHOSE CMNTY CANNOT BE DETERMINED
(1)	(2)	(3)	(4)	(5)	(6)	(7)
APPRENTICES	0	0	0	0	0	0

10. Enter in the appropriate box (if applicable) the number of employees on the date at 3 above described in columns (2) to (7) whose community has been determined in accordance with Regulation 10(1) of the Fair Employment (Monitoring) Regulations (Northern Ireland) 1989 (residuary method of monitoring).

	NO. OF MALE PROTESTANT EMPLOYEES	NO. OF MALE ROMAN CATHOLIC EMPLOYEES		NO. OF FEMALE PROTESTANT EMPLOYEES	NO. OF FEMALE ROMAN CATHOLIC EMPLOYEES	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
EMPLOYEES WHOSE COMMUNITY HAS BEEN DETERMINED UNDER THE RESIDUARY METHOD OF MONITORING	0	0		0	0	

PeopleSoft HRMS

FAIR EMPLOYMENT (NORTHERN IRELAND) ACT 1989

FAIR EMPLOYMENT (MONITORING) REGULATIONS (NORTHERN IRELAND) 1989

PART B - To be completed ONLY by Registered Employers of more than 250 employees and all Specified Public Authorities

COMPOSITION OF APPLICANTS INCLUDING APPOINTEES AND NEWLY APPOINTED APPRENTICES
Pursuant to section 27(3) and (4) of the Fair Employment (Northern Ireland) Act 1989

11. Period to which the information in this part relates: 01/01/1980 to 31/12/2000

12. Total number of applicants for employment during the above period: 0

13. Enter in the appropriate box in column (2) the number of applicants at 12 above who are male, and in column (3) the number who are female, and are described in column (1).

APPLICANTS (1)	MALE (2)	FEMALE (3)
(a) Number of Protestant applicants	0	0
(b) Number of Roman Catholic applicants	0	0
(c) Number of applicants whose community cannot be determined	0	0
(d) Total number of applicants	0	0
(e) Number of applicants at 12 above treated as Protestant in accordance with Regulation 10(2) of the Fair Employment (Monitoring) Regulations (NI) 1989 (residuary method of monitoring)	0	0
(f) Number of applicants at 12 above treated as Roman Catholic in accordance with Regulation 10(2) of the Fair Employment (Monitoring) Regulations (NI) 1989 (residuary method of monitoring)	0	0

14. Number of applicants at 12 above who are

(a) newly appointed apprentices 0

(b) appointees 0

15. Enter in the appropriate box in column (2) the number of males who are newly appointed apprentices and in column (3) the number of females who are newly appointed apprentices, and are described in column (1).

NEWLY APPOINTED APPRENTICES (1)	MALE (2)	FEMALE (3)
(a) Protestant	0	0
(b) Roman Catholic	0	0
(c) Whose community cannot be determined	0	0
(d) Total	0	0

16. Enter in the appropriate box in column (2) the number of males who are appointees and in column (3) the number of females who are appointees, and are described in column (1).

APPOINTEES (1)	MALE (2)	FEMALE (3)
(a) Protestant	0	0
(b) Roman Catholic	0	0
(c) Whose community cannot be determined	0	0
(d) Total	0	0

17. Enter in the appropriate box the number of applicants at 12 above described in columns (2) to (7) who are employed in the major groups of the Standard Occupational Classification described in column (1).

PeopleSoft HRMS

FAIR EMPLOYMENT (NORTHERN IRELAND) ACT 1989

FAIR EMPLOYMENT (MONITORING) REGULATIONS (NORTHERN IRELAND) 1989

STANDARD OCCUPATIONAL CLASSIFICATION MAJOR GROUPS	NO. OF MALE PROTESTANT APPOINTEES AND NEW APPOINTED APPRENTICES	NO. OF MALE ROMAN CATHOLIC APPOINTEES AND NEW APPOINTED APPRENTICES	NO. OF MALE APPS. WHOSE CMNTY CANNOT BE DETERMINED	NO. OF FEMALE PROTESTANT APPOINTEES AND NEW APPOINTED APPRENTICES	NO. OF FEMALE ROMAN CATHOLIC APPOINTEES AND NEW APPOINTED APPRENTICES	NO. OF FEMALE APPS. WHOSE CMNTY CANNOT BE DETERMINED
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1 Managers and administrators	0	0	0	0	0	0
2 Professional occupations	0	0	0	0	0	0
3 Assoc. professional/technical	0	0	0	0	0	0
4 Clerical and secretarial	0	0	0	0	0	0
5 Crafts and skilled manual	0	0	0	0	0	0
6 Personal and protective	0	0	0	0	0	0
7 Sales occupations	0	0	0	0	0	0
8 Plant and machine operatives	0	0	0	0	0	0
9 Other occupations	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0

PeopleSoft HRMS

FAIR EMPLOYMENT (NORTHERN IRELAND) ACT 1989

FAIR EMPLOYMENT (MONITORING) REGULATIONS (NORTHERN IRELAND) 1989

PART C - To be completed by all Registered Employers and Specified Public Authorities

18. Signed
---

19. Print name Mr Seamus Patrick O'Flaherty
---

20. Position in concern
---

21. Date 31/08/2000

ADDITIONAL INFORMATION
You are not required to supply the following information but it would be very helpful to the Commission if you did so.

22. Please give a contact for any queries arising from this return

Name

Telephone No
---

23. Please state the method of monitoring used in compiling this return:

THIS RETURN SHOULD BE COMPLETED WITHIN 4 MONTHS OF YOUR REGISTRATION OR ANNIVERSARY DATE AND SENT TO:

Fair Employment Commission
Andras House
60 Great Victoria Street
BELFAST BT2 7BB

End of Report

Actual Awards Report - Detail

Plan Id KCORP Tree Plan - Corporate Compensation
Payout Prd Id Q1
Currency Cd USD

Emplid	Empl Rcd	Name	Target Award	Annual Rate	Job Code		Min/ Max	Actual Award	Award Value
Group : KEXECUTIVES		Executive US&CAN							
KC0002	0	Dunbar,Kirby	10500.000000	105000.000000	KC002	Dir Can	Max	5000.000000	5000.000000
KU0005	0	Aliverdi,Reza	12376.000000	123760.000000	KU210	Dir-HR	Max	5000.000000	5000.000000
								Totals for Group :	10000.000000
KEXECUTIVES									10000.000000
KSALES									
KCSALES									
KUSALES									
Group : KVCALL		Variable Comp ALL							
KU0003	0	Parsons,Jean	25050.000000	182400.000000	KU200	VP-Admin	Max	5000.000000	5000.000000
KU0007	0	Locherty,Betty	15000.000000	150000.000000	KU230	Dir-Finan	Max	5000.000000	5000.000000
								Totals for Group :	10000.000000
KEXECUTIVES									10000.000000
KSALES									
KCSALES									
KUSALES									
								Totals for Plan :	20000.000000

End of Report

Actual Awards Report - Summary

Plan Id KCORP Tree Plan - Corporate Compensation
Payout Prd Id Q1
Currency Cd USD

		Award Value
Group : KEXECUTIVES	Executive US&CAN	10000.000000
Group : KVCALL	Variable Comp ALL	10000.000000
	Totals for Plan :	20000.000000

End of Report

Budget Report - Summary

Plan Id KCORP Tree Plan - Corporate Compensation
Payout Prd Id Q1
Currency Cd USD

	Weight %	% Attained
Organization	40.00	80.00
Group	20.00	97.00
Individual	40.00	120.00

			Min Award	Max Award	Carryover	Projected Payout
Group	KCSALES	Sales CAN	25844.000000	29820.000000	0.000000	45171.336000
Group	KEXECUTIVES	Executive US&CAN	2982.000000	14910.000000	0.000000	20054.944000
Group	KUSALES	Sales USA	2982.000000	14910.000000	0.000000	23299.360000
Group	KVCALL	Variable Comp ALL	994.000000	4970.000000	0.000000	**14910.000000**
		Totals for Plan :				106566.740000

End of Report

Budget Report - Detail

Plan Id KCORP Tree Plan - Corporate Compensation
Payout Prd Id Q1
Currency Cd USD

	Weight %	% Attained
Organization	40.00	80.00
Group	20.00	97.00
Individual	40.00	120.00

Emplid	Empl Rcd	Name	Job Code		Pay Formula	Min Award	Max Award	Carryover	Projected Payout
Group KCSALES		Sales CAN							
KC0001	0	Griffiths,Martina Rae	KC003	Sr Secrtry		4970.000000	4970.000000	0.000000	3131.100000
KC0008	0	Wilson,Kenneth John	KC021	Sales PC		4970.000000	4970.000000	0.000000	7156.800000
KC0013	0	Tucker,Margaret	KC020	Sales Mgr		4970.000000	4970.000000	0.000000	8703.464000
KC0021	0	Davies,Craig R	KC014	Sys Anlyst		4970.000000	4970.000000	0.000000	5467.000000
KC0022	0	Sinclair,Betty Anne	KC021	Sales PC		4970.000000	4970.000000	0.000000	7979.832000
KC0027	0	Andrews,Fred	KC021	Sales PC		4970.000000	4970.000000	0.000000	5427.240000
					Totals for Group :	25844.000000	29820.000000	0.000000	45171.336000
Group KEXECUTIVES		Executive US&CAN							
KC0002	0	Dunbar,Kirby	KC002	Dir Can		994.000000	4970.000000	0.000000	10437.000000
KCI002	0	Baar,John	KC002	Dir Can		994.000000	4970.000000	0.000000	5168.800000
KU0005	0	Aliverdi,Reza	KU210	Dir-HR		994.000000	4970.000000	0.000000	12301.744000
					Totals for Group :	2982.000000	14910.000000	0.000000	20054.944000
Group KUSALES		Sales USA							
KU0051	0	Schuster,Dilon	KU058	Prod Cnslt		994.000000	4970.000000	0.000000	2584.400000
KU0064	0	Wong,Benny	KU058	Prod Cnslt		994.000000	4970.000000	0.000000	2584.400000
KU0082	0	Saxon,Mable	KU058	Prod Cnslt		994.000000	4970.000000	0.000000	2584.400000
					Totals for Group :	2982.000000	14910.000000	0.000000	23299.360000
Group KVCALL		Variable Comp ALL							
KU0003	0	Parsons,Jean	KU200	VP-Admin		994.000000	4970.000000	0.000000	18130.560000
KU0007	0	Locherty,Betty	KU230	Dir-Finan		994.000000	4970.000000	0.000000	14910.000000
					Totals for Group :	994.000000	4970.000000	0.000000	**14910.000000**
					Totals for Plan :	37772.000000	69580.000000	0.000000	106566.740000

End of Report

Calculate Awards Report - Detail

Plan Id KCORP Tree Plan - Corporate Compensation
Payout Prd Id Q1
Currency Cd USD

Emplid	Empl Rcd	Name	Target Award	Annual Rate	Job Code		Min/ Max	Calculated Award	Calculated Value	Carryover Balance
Group : KEXECUTIVES		Executive US&CAN								
KC0002	0	Dunbar,Kirby	10500.000000	105000.000000	KC002	Dir Can	Max	5000.000000	5000.000000	
KU0005	0	Aliverdi,Reza	12376.000000	123760.000000	KU210	Dir-HR	Max	5000.000000	5000.000000	
					Totals for Group :			10000.000000	10000.000000	
Group : KVCALL		Variable Comp ALL								
KU0003	0	Parsons,Jean	25050.000000	182400.000000	KU200	VP-Admin	Max	5000.000000	5000.000000	
KU0007	0	Locherty,Betty	15000.000000	150000.000000	KU230	Dir-Finan	Max	5000.000000	5000.000000	
					Totals for Group :			10000.000000	10000.000000	
					Totals for Plan :			20000.000000	20000.000000	

End of Report

Calculate Awards Report - Summary

Plan Id KCORP Tree Plan - Corporate Compensation
Payout Prd Id Q1
Currency Cd USD

			Calculated Award	Calculated Value	Carryover Balance
Group : KEXECUTIVES	Executive US&CAN		10000.000000	10000.000000	
Group : KVCALL	Variable Comp ALL		10000.000000	10000.000000	
		Totals for Plan :	20000.000000	20000.000000	

End of Report

Carryover Awards Report - Detail 08/30/2000

Plan Id KCORP
Payout Prd Id Q1
Currency Cd USD

Emplid	Empl Rcd	Name	Carryover Balance
Group : KEXECUTIVES		Executive US&CAN	
KC0002	0	Dunbar,Kirby	1000.000000
KU0005	0	Aliverdi,Reza	1750.000000
		Totals for Group :	2750.000000
Group : KVCALL		Variable Comp ALL	
KU0003	0	Parsons,Jean	1320.000000
KU0007	0	Locherty,Betty	2000.000000
		Totals for Group :	3320.000000
		Totals for Plan :	6070.000000

End of Report

Carryover Awards Report - Summary 08/30/2000

Plan Id KCORP
Payout Prd Id Q1
Currency Cd USD

		Carryover Balance
Group : KEXECUTIVES	Executive US&CAN	2750.000000
Group : KVCALL	Variable Comp ALL	3320.000000
	Totals for Plan :	6070.000000

End of Report

Employee History Report

From Date 1990/01/01
Thru date 2000/12/31
Emplid KC0001
Empl Rcd # : 0
Name : Griffiths,Martina Rae

Plan Id		Payout Prd Id	Target Value	Award Dt	Award Value	Award Units
KADHOC	Adhoc Plan - Favourite Employe	Q1	0.000000	05/24/2000	2000.000000	
Totals for Plan :			0.000000		2000.000000	
KU1ISO1990	1990 - 1999 Annual ISO	1994	0.000000	12/31/1994	40000.000000	4000.000000
KU1ISO1990	1990 - 1999 Annual ISO	1995	0.000000	12/29/1995	40000.000000	4000.000000
KU1ISO1990	1990 - 1999 Annual ISO	1996	0.000000	12/31/1996	40000.000000	4000.000000
KU1ISO1990	1990 - 1999 Annual ISO	1997	0.000000	12/31/1997	40000.000000	4000.000000
KU1ISO1990	1990 - 1999 Annual ISO	1998	0.000000	12/31/1998	25000.000000	2500.000000
Totals for Plan :			0.000000		185000.000000	18500.000000
Totals for Employee (Empl Rcd # : 0)			0.000000		187000.000000	18500.000000
Grand Total :			0.000000		187000.000000	18500.000000

Employee History Report

From Date 2000/01/01
Thru date 2000/12/31
Emplid KC0002
Empl Rcd # : 0
Name : Dunbar,Kirby

Plan Id		Payout Prd Id	Target Value	Award Dt	Award Value	Award Units
KCORP	Tree Plan - Corporate Compensa	Q1	10500.000000	03/31/2000	5000.000000	
Totals for Plan :			10500.000000		5000.000000	
Totals for Employee (Empl Rcd # : 0)			10500.000000		5000.000000	
Grand Total :			10500.000000		5000.000000	

Employee History Report

From Date 2000/01/01
Thru date 2000/12/31
Emplid KU0005
Empl Rcd # : 0
Name : Aliverdi,Reza

Plan Id		Payout Prd Id	Target Value	Award Dt	Award Value	Award Units
KCORP	Tree Plan - Corporate Compensa	Q1	12376.000000	03/31/2000	5000.000000	
Totals for Plan :			12376.000000		5000.000000	
Totals for Employee (Empl Rcd # : 0)			12376.000000		5000.000000	
Grand Total :			12376.000000		5000.000000	

08/30/2000

Plan Id KCORP
Tree Plan - Corporate Compensation
Payout Prd Id Q1
Currency Cd USD
Org Perf Factor 0.99

Funding Allocations Report

		Group Perf Factor	Target Value	Actual Funding	Variance	Unallocated Balance
KCSALES	Sales CAN	0.935	29444.000000	0.000000	-29444.000000	0.000000
KEXECUTIVES	Executive US&CAN	0.850	22876.000000	22000.000000	-876.000000	12000.000000
KSALES	Sales US&CAN	0.935	11356.000000	11000.000000	-356.000000	11000.000000
KUSALES	Sales USA	0.935	7800.000000	0.000000	-7800.000000	0.000000
KVCALL	Variable Comp ALL	0.850	40050.000000	80000.000000	39950.000000	37000.000000
Grand Total :			111526.000000	113000.000000	1474.000000	60000.000000

End of Report

Guarantees Report - Detail 08/30/2000

Plan Id KFBONUS1 Company KF1 Bonus Plan
Payout Prd Id S1
Currency Cd FRF

Emplid	Empl Rcd	Name	Guarantee
KF0001	0	Berger,Maurice	1300.000000
KF0002	0	Grioux,Ghislaine	1300.000000
KF0003	0	Granjean,Serge	1300.000000
KF0004	0	Singleton,Mary-Ann	1300.000000
KF0010	0	Dante,Beatrice	1300.000000
KF0012	0	Grand,Stephane	1300.000000

Totals for Plan : 7800.000000

End of Report

Guarantees Report - Summary 08/30/2000

Plan Id KFBONUS1 Company KF1 Bonus Plan
Payout Prd Id S1
Currency Cd FRF

	Guarantee
Totals for Plan :	7800.000000

End of Report

Plan Id KFADHOC
Ad-Hoc Bonus Plan for French Employees
Payout Prd Id Q1
Currency Cd FRF
Valuation KF001
Value Amount FRF 5000.000000

Non Monetary Awards Report - Summary

	Target Value	Award Unit	Actual Award	Award Value
Totals for Plan :	0.000000	5.000000	8800.000000	25000.000000

End of Report

Plan Id	KFADHOC
	Ad-Hoc Bonus Plan for French Employees
Payout Prd Id	Q1
Currency Cd	FRF
Valuation	KF001
Value Amount	FRF 5000.000000

Non Monetary Awards Report - Detail

Emplid	Empl Rcd	Name	Target Value	Award Unit	Min/Max Award	Actual Award	Award Value
KF0001	0	Berger,Maurice	0.000000	1.000000	Man	1500.000000	5000.000000
KF0005	0	Halcyon,D'orothea	0.000000	1.000000	Man	1500.000000	5000.000000
KF0006	0	Jarek,Nicole	0.000000	1.000000	Man	2000.000000	5000.000000
KF0007	0	Desmarets,Jean	0.000000	1.000000	Man	1800.000000	5000.000000
KF0012	0	Grand,Stephane	0.000000	1.000000	Man	2000.000000	5000.000000
Totals for Plan :			0.000000	5.000000		8800.000000	25000.000000

End of Report

Plan History Report

08/30/2000

Plan Id KCORP Tree Plan - Corporate Compensation
From Date 2000/01/01
Thru date 2001/12/31
Currency Cd USD

Goal Sharing
Weighted Goals

Start Date 2000/01/01
End Date 2000/12/31

Payout Prd Id	Start Date	End Date	Award Value	Proration	Approver	Name
Q1	2000-01-01	2000-03-31	20000.000000	Y		

End of Report

Variance Report of Actual Vs Target - Detail

Plan Id KCORP Tree Plan - Corporate Compensation
Payout Prd Id Q1
Currency Cd USD

Emplid	Empl Rcd	Name	Target Award	Target Value	Min/Max Award	Actual Award	Award Value	Variance
Group : KEXECUTIVES		Executive US&CAN						
KC0002	0	Dunbar,Kirby	10500.000000	10500.000000	Max	5000.000000	5000.000000	5500.000000
KU0005	0	Aliverdi,Reza	12376.000000	12376.000000	Max	5000.000000	5000.000000	7376.000000
		Totals for Group :		22876.000000			10000.000000	12876.000000
KEXECUTIVES			22876.000000	12876.000000			10000.000000	
KSALES			0.000000	0.000000			0.000000	
KCSALES			0.000000	0.000000			0.000000	
KUSALES			0.000000	0.000000			0.000000	
Group : KVCALL		Variable Comp ALL						
KU0003	0	Parsons,Jean	25050.000000	25050.000000	Max	5000.000000	5000.000000	20050.000000
KU0007	0	Locherty,Betty	15000.000000	15000.000000	Max	5000.000000	5000.000000	10000.000000
KEXECUTIVES			22876.000000	12876.000000			10000.000000	
KSALES			0.000000	0.000000			0.000000	
KCSALES			0.000000	0.000000			0.000000	
KUSALES			0.000000	0.000000			0.000000	
		Totals for Group :		62926.000000			20000.000000	42926.000000
		Totals for Plan :		108678.000000			40000.000000	68678.000000

End of Report

Variance Report of Actual Vs Target - Summary

Plan Id KCORP Tree Plan - Corporate Compensation
Payout Prd Id Q1
Currency Cd USD

		Variance
Group : KEXECUTIVES	Executive US&CAN	12876.000000
Group : KVCALL	Variable Comp ALL	42926.000000
	Totals for Plan :	68678.000000

End of Report

Plan Goals for Organizations and Groups

Plan Id KCORP Tree Plan - Corporate Compensation
Payout Prd Id Q1
Weight %
Organization 40.00
Group 20.00
Individual 40.00

Organization Goals

Goal Id / Description	Weight %	% Attained
KCUSTOMER Customer Satisfaction	40.00	90.00
KQUARTERLY Quartely Sales Goals	60.00	105.00

Group Goals

Group KVCALL Variable Compensation Groups

Goal Id / Description	Weight %	% Attained
KCUSTOMER Customer Satisfaction	30.00	85.00
KFMARGIN Company Margin	70.00	96.00

Group KCSALES Sales CAN
Parent Group KSALES

Goal Id / Description	Weight %	% Attained

No goals assigned. This group will use goals assigned to its parent

Group KEXECUTIVES Executive US&CAN
Parent Group KVCALL

Goal Id / Description	Weight %	% Attained
KPRODUCTN Production Improvements	100.00	87.00

Group KSALES Sales US&CAN
Parent Group KVCALL

Goal Id / Description	Weight %	% Attained
KCUSTOMER Customer Satisfaction	33.00	96.00
KFMARGIN Company Margin	33.00	96.00
KQUARTERLY Quartely Sales Goals	34.00	110.00

Group KUSALES Sales USA
Parent Group KSALES

Goal Id / Description	Weight %	% Attained

No goals assigned. This group will use goals assigned to its parent

End of Report

Tree Inconsistency Report

Plan Id KCORP Tree Plan - Corporate Compensation
Payout Prd Id Q1
Tree Name VC_TREE
Tree Date 01/02/2000

Group		Emplid	Empl Rcd #	Name
KEXECUTIVES	Executive US&CAN	KC0002	0	Dunbar,Kirby
		KCI002	0	Baar,John
		KU0005	0	Aliverdi,Reza

End of Report

Subscription Error Report 08/30/2000

Plan Id KCORP Tree Plan - Corporate Compensation
Payout Prd Id Q1
Currency Cd USD

Emplid	Empl Rcd	Name	Award Value	Status	Rejected Reason
Group : KEXECUTIVES		**Executive US&CAN**			
KC0002	0	Dunbar,Kirby	5000	Error	Invalid EC

Child Groups :

Group : KVCALL		**Variable Comp ALL**			
KU0003	0	Parsons,Jean	5000	Error	Tran exist

Child Groups :
KEXECUTIVES
KSALES
KCSALES
KUSALES

End of Report

Tree Name: VC_TREE
As Of Date: 08/30/2000

Group ID n1	Effdt n1	Group ID n2	Effdt n2	Employee ID	Employee Name	Employee Rcd#	Job Code	Job Description
KCSALES	01/01/2000	KSALES	01/01/2000	KC0013	Tucker,Margaret	0	KC020	Sales Manager
KSALES	01/01/2000	KUSALES	01/01/2000	KU0082	Saxon,Mable	0	KU058	Product Consultant-Sales

End of Report