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Introduction

Welcome to HR Data Insights. This application offers a comprehensive platform for accessing employee and transaction data for agency review and analysis. This user guide will walk you through the features and functionalities of the application to help you make the most of its capabilities.

Purpose of HR Data Insights

HR Data Insights (HRDI) is a query tool which will support an agency's need to filter and download historical employee and transaction data, sourced from Cardinal, and transformed to user readable values. Much of the query functionality of HRDI, such as user selected filter criteria and save queries, was patterned after e480 and eTrans queries.

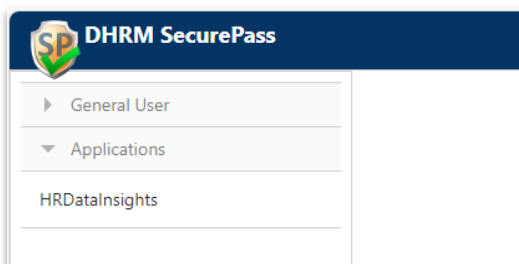
The goal of HRDI is to provide access to data that can be leveraged for custom agency analysis. By providing Cardinal data that is more readable and decoded to user readable values, HRDI is the tool made to enhance the efficiency and effectiveness of current HR processes.

The application can be accessed through DHRM's SecurePass portal. All staff is required to complete SecurePass training prior to accessing the HRDI application. Training can be accessed in DHRM's COV Learning Center.

Getting started

HR Data Insights is housed within DHRM's SecurePass portal. After registration to SecurePass is completed, a user must then be granted access to the HRDI application. Supervisors can reach out to their agency's aSO or aHRD to request application access.

Once application access is established, log into SecurePass and select "HRDataInsights" under the *Applications* section, from the left side menu.



Navigation Menu

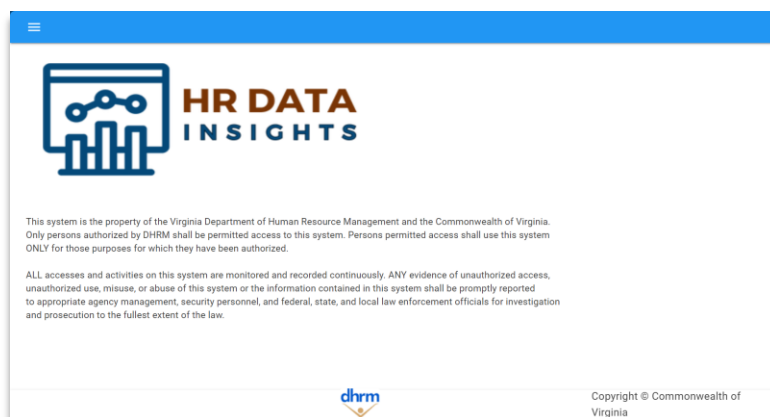
HR Data Insights features a user-friendly navigation menu, providing easy access to key functionalities.

Click on the menu icon to expand or collapse the side menu and view the options. The menu options may vary based on your access level settings.



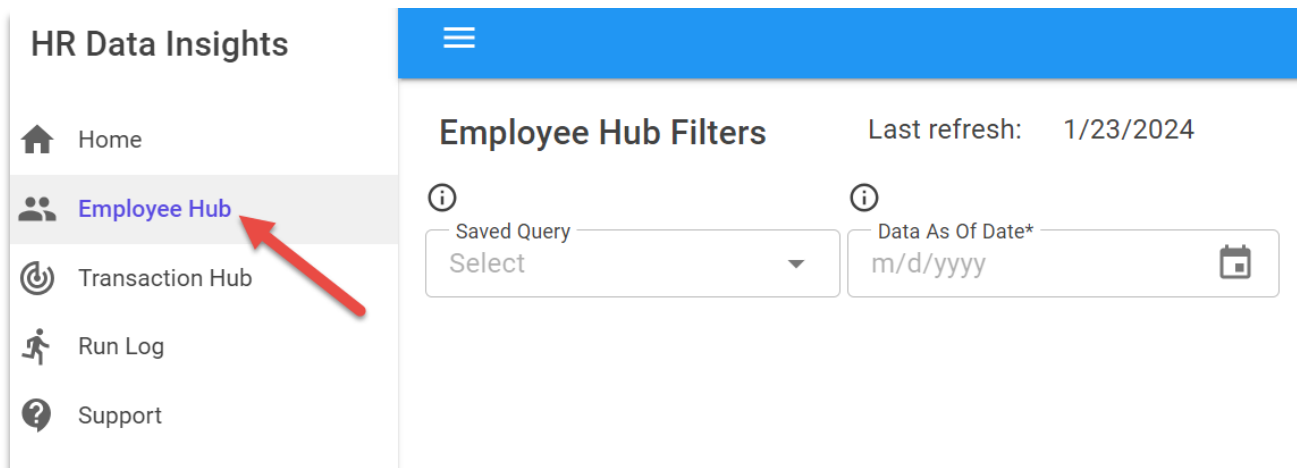
Home

The landing page displays the application logo and provides a security specific notification. This page will also be used to display system specific messages.



Employee Hub

The Employee Hub provides the ability to run a saved query or create a new query against Employee data on a single historic date.



HR Data Insights

- Home
- Employee Hub**
- Transaction Hub
- Run Log
- Support

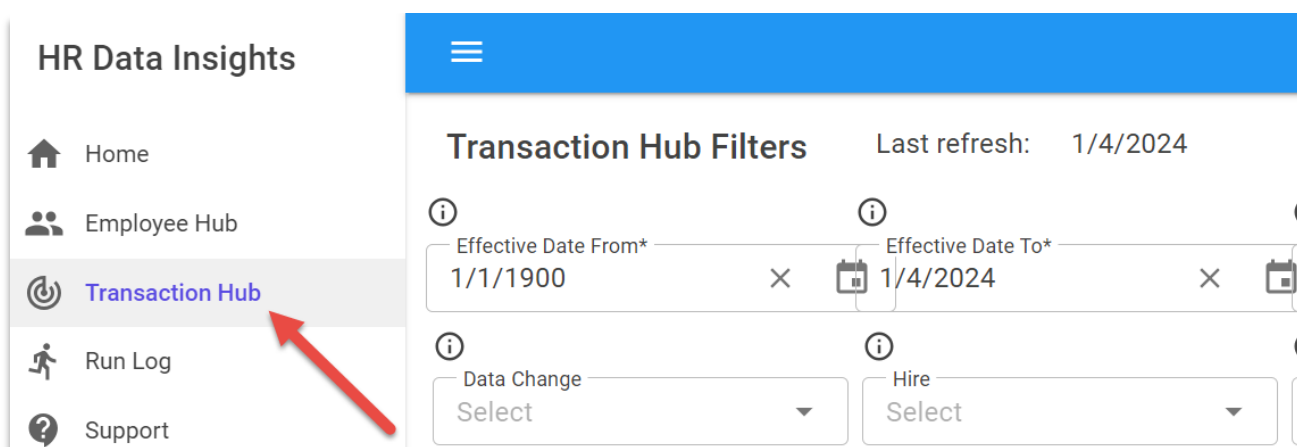
Employee Hub Filters Last refresh: 1/23/2024

Saved Query: Select

Data As Of Date*: m/d/yyyy

Transaction Hub

The Transaction Hub provides the ability to run a saved query or create a new query of historic transaction data within the user defined range of transaction effective dates.



HR Data Insights

- Home
- Employee Hub
- Transaction Hub**
- Run Log
- Support

Transaction Hub Filters Last refresh: 1/4/2024

Effective Date From*: 1/1/1900

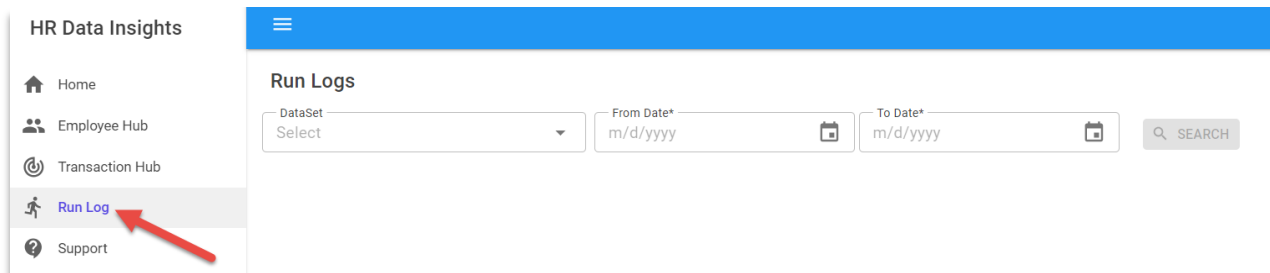
Effective Date To*: 1/4/2024

Data Change: Select

Hire: Select

Run Log

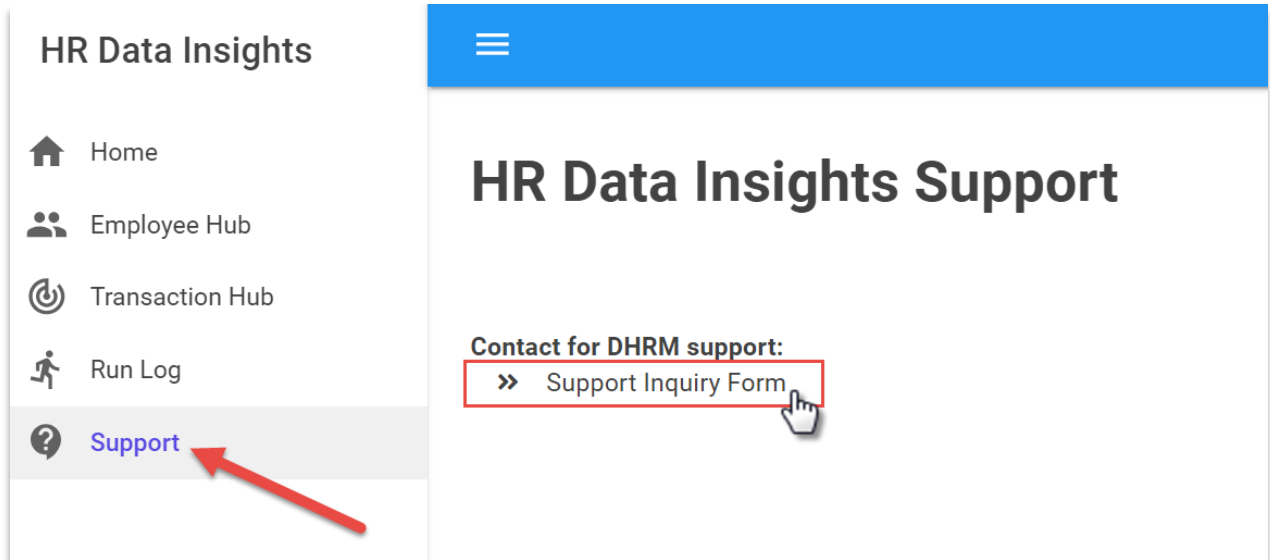
The Run Log enables users to view the historical logs of previously executed queries specific to the user and data hub. The user will also have the option to reload and edit the query criteria.



Support

Support provides access to help resources and support for any HRDI assistance needed.

Help support tickets can be created directly through the *Support Inquiry Form* link.



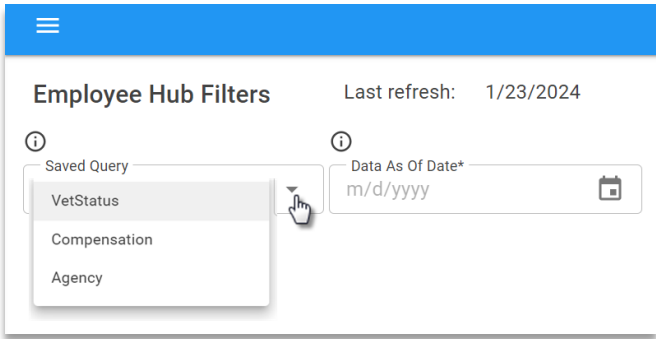
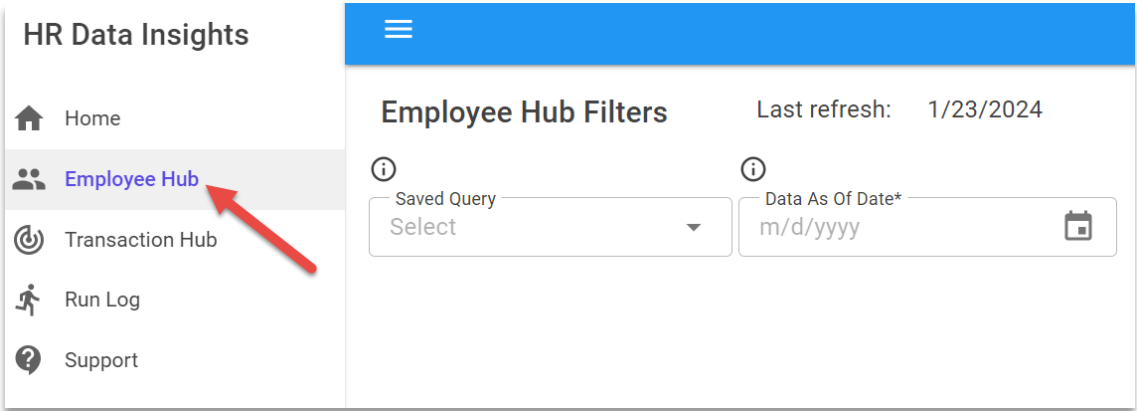
Employee Hub

The Employee Hub is a central component of HRDI. There you can build queries to extract employee/agency/position data specified to your agency’s needs.

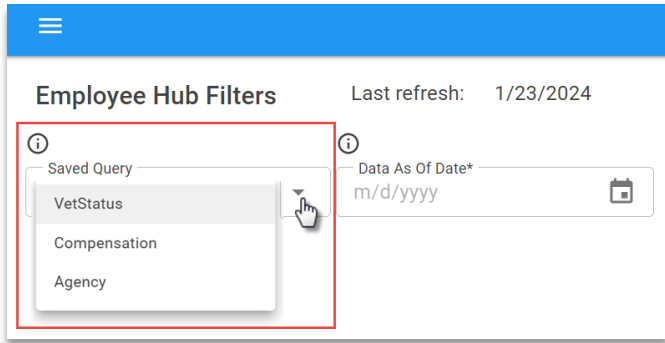
The filters allow for selecting the criteria of the query. The user can then save the query, run the query, or clear the page.

Select any of the desired filters from the dropdowns and include specific columns from the *Columns* dropdown. Once all your selections are complete, click *Run Query* to run the data query.

Steps for defining query parameters:
Select Employee Hub from menu.

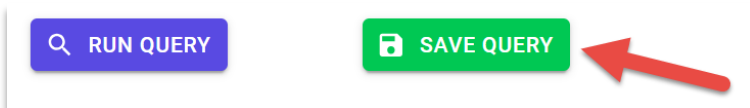


To build data set parameters, you can choose them from the [Saved Query](#) dropdown menu or input a date in the [Data As Of Date](#) field. Utilize filters to define and limit the desired dataset by choosing options from the different fields as indicated in the screenshot below. (For detailed directions on using *Data Filters*, see section [here](#).) Alternatively, if a saved query was selected, run the query parameters as is or adjust the filters as needed. Select *Run Query* to view the data set.



NOTE: If not utilizing a saved query proceed to entering a date in the [Data As Of Date](#) control.)

Click *Save Query* to store a query for ease of access in the future.



A pop-up window appears requiring one to set a query name and finalize the save by clicking *Submit*.

Save Query User Tips

- 1. Automatically Logged Parameters:** Each time a query is executed, its parameters are automatically saved in a run log.
- 2. Not All Queries Need Saving:** Many times, query parameters don't need to be saved as a formal "Saved Query."
- 3. Limit Saved Queries:** Keep the number of Saved Queries manageable by reserving them for reusable templates with logical names that match the query's purpose.
- 4. Know When to Save:** Save a query as a default template when it includes commonly used columns or parameters, streamlining future access to frequently needed data.

Filter Data by Date

The employee/agency/position data is stored as snapshots, representing how the data appeared on a particular date. The date entered in the *Data As Of Date* field will return the snapshot for that date.

The date is required.

- A date can be manually typed using a m/d/yyyy format.
- Press enter on keyboard to submit, and press enter again once date on the calendar is confirmed as accurate.

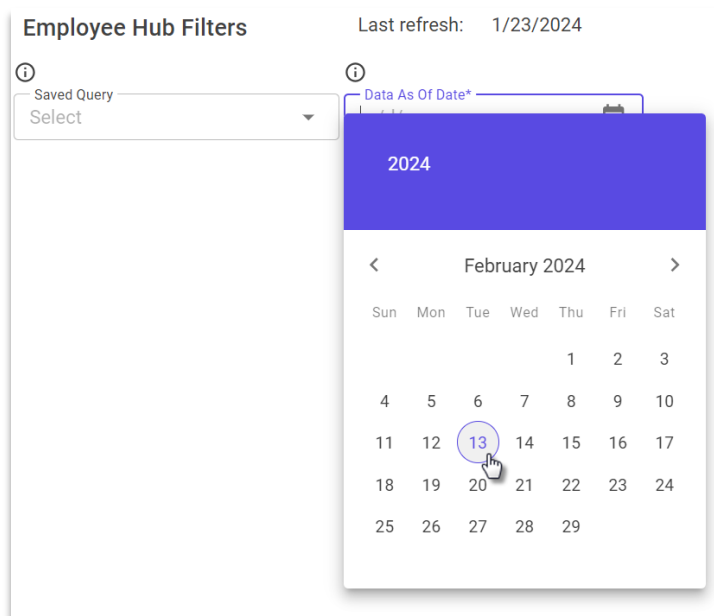


A screenshot of a web form element. It consists of a text input field with the placeholder text 'm/d/yyyy'. To the right of the input field is a small calendar icon. Above the input field is a label 'Data As Of Date*'.

- Alternately, click the calendar icon and select a day from the calendar tool.



A screenshot of the same web form element as above. A hand cursor is shown clicking on the calendar icon to the right of the input field.



A screenshot of the 'Employee Hub Filters' interface. The title 'Employee Hub Filters' is at the top left. To its right is 'Last refresh: 1/23/2024'. Below the title is a 'Saved Query' dropdown menu with 'Select' chosen. To the right of the dropdown is the 'Data As Of Date*' field with a calendar icon. A calendar pop-up is open, showing the month of February 2024. The year '2024' is at the top of the calendar. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid. The date '13' is circled in blue, and a hand cursor is pointing at it.

Data Filters

Utilize filters to define and limit the desired dataset.

Employee Hub Filters

Last refresh: 1/23/2024

CLEAR

Saved Query

AgencyPosition

×

Data As Of Date*

1/23/2024

×

Business Unit

70100, 71100, 71600, 718...

×

Disability Status

Select

Employee Age Group

Select

Minority Status

Select

Position EE04 Category

Select

Position Pay Grade

Select

Position Status

Position is filled

×

Position Temporal Status

Select

Position Type

Select

Preferred Gender

Select

Race

Select

Sex

Select

Veteran Status

Select

Total Compensation From

Total Compensation To

Columns

DataAsOfDate, BusinessU...

×


RUN QUERY

SAVE QUERY

NOTE: The business unit (*Agency*) dropdown will be limited to the list of business units permissioned to the user in SecurePass.

Employee Hub Filters

Last refresh: 1/23/2024

For each filter where the “i” icon  is displayed help text is available. Hover the mouse over the icon to display the text.

View values in each filter dropdown by clicking the arrow in the filter field.

The screenshot shows the 'Employee Hub Filters' interface. It includes several filter fields with dropdown arrows: 'Employee Age Group', 'Minority Status', 'Position Status', 'Position Temporal Status', 'Race', and 'Total Compensation To'. The 'Position Temporal Status' dropdown is open, displaying a list of options: 'All', 'Minority', 'Non-Minority', and 'Unknown'. A red box highlights the dropdown arrow, and a hand icon indicates a click. At the bottom right, there is a blue button labeled 'RUN QUERY'.

Click the checkbox next to each field you want to select.

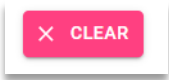
NOTE: More than one selection from the dropdown list of values can be checked.

This screenshot shows the 'Employee Hub Filters' interface with the 'Minority Status' dropdown open. The dropdown list includes 'All', 'Minority', 'Non-Minority', and 'Unknown'. The 'Minority' and 'Unknown' options are selected, indicated by checked checkboxes. A red box highlights the dropdown menu, and a hand icon points to the 'Unknown' checkbox. Other filters visible include 'Saved Query', 'DataAsOf*' (set to 1/1/2023), 'Employee Age Group', 'Position Status', 'Race', and 'Columns'. A blue 'RUN QUERY' button is at the bottom right.

Be sure to always include at least one selection from the *Columns* filter dropdown. ([For list of Employee Hub columns see Appendix 1.](#))

NOTE: For the Employee Hub, except for the *Columns* filter, the default action is to include all values if none of the filter options are selected.

To clear out all filter fields, click the *Clear* button in the top right-hand corner.



Running Query

Once all your filtering selections are complete, click *Run Query* to run the data query.

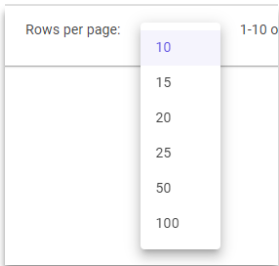


The query results will be displayed in a grid.

NOTE: Larger datasets may require additional time to return the data.

As Of Date	Secretariat Number	Secretariat Name	Parent Business Unit	Parent Business UnitName	Business Unit	Business Unit Name	Business Unit Address1	Business Unit City	Business Unit State
01/01/2024	6	Secretary of Public Safety and Homeland Security	70100	Dept of Corr - Central Admin	77900	Sussex I and II Prison Complex	24414 Musselwhite Dr	Waverly	23891
01/01/2024	6	Secretary of Public Safety and Homeland Security	70100	Dept of Corr - Central Admin	75400	Augusta Correctional Center	1821 Estaline Valley Road	Craigsville	24430
01/01/2024	6	Secretary of Public Safety and Homeland Security	70100	Dept of Corr - Central Admin	76900	Greenville Correctional Ctr	6900 Atmore Drive	Richmond	23225
01/01/2024	6	Secretary of Public Safety and Homeland Security	70100	Dept of Corr - Central Admin	74300	Fluvanna Corr Ctr for Women	144 Prison Lane	Troy	22974-100
01/01/2024	6	Secretary of Public Safety and Homeland Security	70100	Dept of Corr - Central Admin	76900	Greenville Correctional Ctr	6900 Atmore Drive	Richmond	23225
01/01/2024	6	Secretary of Public Safety and Homeland Security	70100	Dept of Corr - Central Admin	70100	Dept of Corr - Central Admin	6900 Atmore Drive	Richmond	23225
01/01/2024	6	Secretary of Public Safety and Homeland Security	70100	Dept of Corr - Central Admin	77900	Sussex I and II Prison Complex	24414 Musselwhite Dr	Waverly	23891
01/01/2024	6	Secretary of Public Safety and Homeland Security	70100	Dept of Corr - Central Admin	77900	Sussex I and II Prison Complex	24414 Musselwhite Dr	Waverly	23891
01/01/2024	6	Secretary of Public Safety and Homeland Security	70100	Dept of Corr - Central Admin	75400	Augusta Correctional Center	1821 Estaline Valley Road	Craigsville	24430
01/01/2024	6	Secretary of Public Safety and Homeland Security	70100	Dept of Corr - Central Admin	76900	Greenville Correctional Ctr	6900 Atmore Drive	Richmond	23225

If more rows per page in the grid are desired the arrow next to *Rows per page* can be selected by clicking on the arrow.



To return to the query criteria page click *GO BACK*.

Employee Hub Results

[← GO BACK](#) [DOWNLOAD](#)

As Of Date	Business Unit	Position Number	Position Type	Position Grade	Position Pay Grade	Employee State Salary
01/23/2024	75700	WFUW2801	Wage		Unknown	
01/23/2024	77200	HCCW0011	Wage		Unknown	
01/23/2024	75400	ACCW0338	Wage		Unknown	
01/23/2024	74500	NCCW0010	Wage		Unknown	
01/23/2024	71100	VCE00302	Salaried; non-classified		Unknown	
01/23/2024	74200	ERTW0012	Wage		Unknown	
01/23/2024	76700	DCCW2404	Wage		Unknown	
01/23/2024	71100	VCE00069	Salaried; non-classified		Unknown	
01/23/2024	74300	FWCW0022	Wage		Unknown	
01/23/2024	77900	SPCW0015	Wage		Unknown	

Rows per page: 10 1-10 of 1342

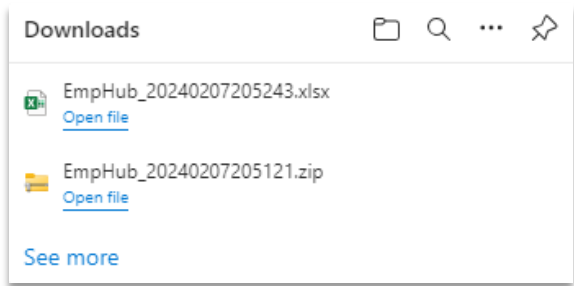
Download

The query results can be downloaded by clicking on the download button:



The results will be downloaded to the user's download folder.

NOTE: If the result set is less than or equal to 5000 rows the results will be downloaded as a single spreadsheet. If a result set exceeds 5000 rows, the results are downloaded as a zip file containing two compressed files: a spreadsheet with the query parameters and a CSV file with the query results.



The Excel spreadsheet for datasets ≤ 5000 rows, has two tabs.

The *Search Params* tab will contain the query parameters entered to return the downloaded dataset contained in the *Items* tab.

	A	B	C	D	E	F
1	AsOfDate	09/13/2023				
2	BusinessUnit					
3	Secretariat	12				
4	ParentBusinessUnit					
5	Columns	DataAsOf	Secretaria	Secretaria	ParentBus	ParentBus B
6	DisabilityStatuses					
7	EmployeeAgeGroups					
8	TotalCompensationFrom					
9	TotalCompensationTo					
10	MinorityStatuses					
11	PositionEEO4Categories	Profession	Technicia	Officials and Administrators		
12	PositionPayGrades					
13	PositionStatuses					
14	PositionTemporalSatuses					
15	PositionTypes	Salaried; r	Classified			
16	PreferredGenders					
17	Race					
18	Sex					
19	VeteranStatuses					
20	RunLogId	11727				
21	ReportingDate	2/7/2024 9:38:42 AM				
22						
<div> <div>< ></div> <div>Search Params</div> <div>Items</div> <div>+</div> </div>						

If the number of rows exceeds 5000, the downloaded file will be zipped. Extract the contents of the compressed folder by unzipping it.

The folder will contain two files of different formats: one CSV and one XLSX.

The Excel spreadsheet (.xlsx) will contain only the *Search Params* tab. The CSV file will contain the data in an *Items* tab. Both files can be opened in Excel.

Transaction Hub

The Transaction Hub is tied to transaction data which can be queried for a range of transaction effective dates and filtered by selecting from a list of action reasons associated with specific categories of transactions.

This query portal provides the ability to run a saved query or create a new query of transaction data. By inputting a date in the *Effective Date From* and *Effective Date To* controls, one can select a transaction effective date range of which to query.

Additionally, the filters allow for defining the criteria of the query by selecting specifics from the field dropdowns. For the Transaction Hub the *Columns* filter defaults to all columns selected. The user can utilize the dropdown to deselect columns if they are to be omitted from the query results. (For list of Transaction Hub columns see [Appendix 2.](#))

The user can then save the query, run the query, or clear the page. After a query is run, the user can download the data to their PC by clicking *Download* on the query results screen. For more information on [Filtering](#), [Running](#), [Downloading](#), or [Saving](#) queries see those sections in the Employee Hub section.

Transaction Hub Filters

The screenshot displays the 'Transaction Hub Filters' interface. At the top right, it says 'Welcome, NAKATSUKA, MICHAEL AI'. Below this, the 'Transaction Hub Filters' section is visible. It includes a 'Last refresh: 1/4/2024' status with a red arrow pointing to it. The filters are organized into a grid of dropdown menus. The first row contains 'Effective Date From*' (set to 1/1/1900) and 'Effective Date To*' (set to 1/4/2024), with a red double-headed arrow between them. Other filters include 'Business Unit', 'Additional Pay', 'Data Change', 'Hire', 'Layoff', 'Leave Data Change', 'Paid Leave of Absence', 'Pay Rate Change', 'Recall from Suspension or Layoff', 'Retire', 'Retirement', 'Return from Leave', 'Suspension', and 'Termination'. At the bottom, there are buttons for 'RUN QUERY' and 'SAVE QUERY', and a 'CLEAR' button in the top right corner.

- The *Last refresh* date denotes the last completed import of transaction data.
- The *Effective Date* control fields represent a date range within which the transaction effective date of all transactions to be included in the query results would fall. The *From* and *To* date range fields default in values but can be adjusted.
- The *Business Unit* (agency) will only include business units permissioned to the user in SecurePass for HR Data Insights.

All other filters, with the exception of the *Columns*, represent transaction categories where the valid values of the filter represent the reason(s) for the action.

The screenshot shows the 'Transaction Hub Filters' interface. At the top, there's a header with a menu icon, a welcome message 'Welcome, NAKATSUKA, MICHAEL AI', and a 'Last refresh: 1/4/2024' timestamp. Below the header, there's a 'Transaction Hub Filters' section. It includes two date pickers for 'Effective Date From*' (1/1/1900) and 'Effective Date To*' (1/4/2024), a 'Business Unit' dropdown, and a 'Columns' dropdown. The main area contains a grid of filter categories, each with a dropdown menu. A red box highlights the 'Retirement' filter category. At the bottom, there are 'RUN QUERY' and 'SAVE QUERY' buttons.

For example, for the *Retirement* action category the action reasons are:

The screenshot shows the 'Retirement' filter dropdown menu. It lists several options: 'All', 'Conversion' (highlighted), 'Disability Retirement', 'Enhanced Retirement', 'LOF SEV Service Retirement', 'Retirement in Lieu of LOF', 'Retirement-ORP', and 'Service Retirement'. Each option has a checkbox next to it.

If any action reason on *any* of the action filters is selected, then only that reason(s) will be included in the query results.

USER TIP: If no action reason is selected on ANY of the action filters, then all values will be included.

Run Log

The Run Log feature provides a historical record of data runs within an application hub. This is especially useful for reruns of previously run queries or using a previously run query as a starting point for a new query.

The parameters, *RunLogId* and *ReportingDate* created are downloaded with query results enabling the correlation of the run log and the dataset created.

After downloading the results of a query, the *RunLogID* and *ReportingDate* on the *Search Params* tab can be used to find the query parameters in the HRDI *Run Logs*.

	A	B	C
1	AsOfDate	01/23/2024	
2	BusinessUnit	70100	
3	Secretariat		
4	ParentBusinessUnit		
5	Columns	EmployeeAgeGroup	EmployeeBirthDate
6	DisabilityStatuses		
7	EmployeeAgeGroups	50 and over	
8	TotalCompensationFrom		
9	TotalCompensationTo		
10	MinorityStatuses		
11	PositionEE04Categories		
12	PositionPayGrades		
13	PositionStatuses		
14	PositionTemporalSatuses		
15	PositionTypes		
16	PreferredGenders		
17	Race		
18	Sex		
19	VeteranStatuses		
20	RunLogId	11839	
21	ReportingDate	2/13/2024 11:25:50 AM	
22			
23			

Search Params Params

Search for a specific query in the *Run Logs*:

- 1. **DataSet Filter:** Select the data set “Hub” to perform the log search – EmployeeHub or Transaction Hub.
- 2. **Set From/To Date Range:** Specify a date range to view data runs within a specific timeframe.
 - *From Date:* Begin date in the range.
 - *To Date:* End date in the range

Run Logs

DataSet
Select

EmployeeHub

TransactionHub

From Date*

1/1/2024

×

📅

To Date*

2/13/2024

×

📅

🔍

SEARCH

3. **Search Logs:** After data set hub and date range are defined, select *Search* to run log query.
4. **Log Id & Reporting Date:** To find a specific data set, refer to *Id* and datetime columns and compare them to the *RunLogId* and *ReportingDate* field values in the *downloaded report.

19	VeteranStatuses	
20	RunLogId	11839
21	ReportingDate	2/13/2024 11:25:50 AM
22		
23		

Search Params Items

*example view of downloaded .xlsx file

Run Logs

DataSet

EmployeeHub

×

From Date*

2/13/2024

×

To Date*

2/13/2024

×

SEARCH

DOWNLOAD

Search

<div>Id</div>	<div>As Of Date</div>	<div>StartTime</div>	<div>EndTime</div>	<div>Record Count</div>	<div>Message</div>	<div>Json Error</div>	<div>Load</div>
11839	01/23/2024	2/13/2024 11:25:49 AM	2/13/2024 11:25:50 AM	267			<div> LOAD CRITERIA</div>
11838	01/23/2024	2/13/2024 11:17:25 AM	2/13/2024 11:17:26 AM	1296			<div> LOAD CRITERIA</div>
11836	10/16/2023	2/13/2024 7:47:28 AM	2/13/2024 7:47:30 AM	14490			<div> LOAD CRITERIA</div>

Rows per page:

10

1-3 of 3

Support

If you encounter any issues or have questions about HR Data Insights, the *Support* section can help. For personalized assistance, open a ticket using the *Support Inquiry Form* link on the screen.

Congratulations! You are now ready to navigate and leverage the full potential of HR Data Insights to make informed HR decisions.

Appendix 1 – Employee Hub Columns

Column Name	Column Name (Continued)
DataAsOfDate	EmployeeHomeAddressLine2
SecretariatNumber	EmployeeHomeAddressLine3
SecretariatName	EmployeeHomeAddressLine4
ParentBusinessUnit	EmployeeHomeAddressCity
ParentBusinessUnitName	EmployeeHomeAddressState
BusinessUnit	EmployeeHomeAddressCountry
BusinessUnitName	EmployeeHomeAddressPostalCode
BusinessUnitAddress1	EmployeeHomeAddressCounty
BusinessUnitCity	EmployeeHomePhone
BusinessUnitPostalCode	EmployeeWorkPhone
BusinessUnitState	EmployeeEmailOption
Company	EmployeeWorkEmailAddress
PositionDepartmentID	EmployeePersonalEmailAddress
PositionDepartmentName	EmployeeBirthDate
PositionLocation	EmployeeAgeGroup
PositionNumber	EmployeeSex
PositionJobcode	EmployeePreferredGender
PositionType	EmployeePreferredPronoun
PositionJobcodeName	EmployeeEthnicGroup1
PositionWorkTitle	EmployeeEthnicGroup2
PositionWorkTitleShortDescription	EmployeeEthnicGroup3
PositionEffectiveStatus	EmployeeRace
PositionStatus	EmployeeMinorityStatus
PositionReviewDate	EmployeeCitizenshipStatus
PositionRegularTemporaryRestricted	EmployeeDisabledStatus
PositionFullQuasiPartTime	EmployeeMilitaryStatus
PositionMonths	EmployeeVeteranStatus
PositionFLSASStatus	EmployeeDisabledVeteranStatus
PositionLevel	EmployeeMaritalStatus
PositionAppointmentCategory	EmployeeType
PositionVPAAEligible	EmployeeOriginalHireDate
PositionStandardHours	EmployeeAgencyStartDate
PositionFullTimeEquivalency	EmployeeLayoffNoticeDate
PositionMaximumHeadcount	EmployeeProbationExpirationDate
TotalNumberOfEmployeesInPosition	EmployeePriorServiceMonths
PositionFilledOpen	EmployeeContinuousStateServiceDate

PositionSalaryAdministrationPlan	EmployeeLeaveServiceDate
PositionSalaryAdministrationPlanDescription	EmployeeVSDPEnrollmentDate
PositionGrade	EmployeeSTDClaimNumber
PositionPayGrade	EmployeeExpectedReturnDate
PositionStep	EmployeeTerminationDate
PositionSOCCode	EmployeeCurrentPerformanceRating
PositionEEO4Category	EmployeeRecallEligible
PositionWorkersCompensationCode	EmployeeCurrentPositionEntryDate
PositionCriticalOrHardToHire	EmployeeRoleBeginDate
PositionEligibleForTelework	EmployeeDepartmentEntryDate
PositionAlternateWorkSchedule	EmployeeClassification
PositionEconomicInterest	EmployeeSalaryWage
PositionConfidential	EmployeeClassificationGroup
PositionHealthCertificate	EmployeeVPACovered
PositionSensitive	EmployeeEPRCategory
PositionSafetySensitive	EmployeeLeavePlanEligibiltyGroup
PositionPhysicalRequirements	CompensationFrequency
PositionCertificationRequirement	EmployeePaygroup
PositionLicenseCode1	EmployeeHealthAgencySubgroupNumber
PositionLicenseCode2	EmployeeHealthAgencySubgroupDescription
PositionLicenseCode3	EmployeeMonthsPays
PositionLanguageRequirement	EmployeeBillPremiumCode
PositionAgencyUseField1	EmployeeBillPremiumDescription
PositionAgencyUseField2	EmployeeGradeEntryDate
PositionAgencyUseField3	EmployeeCompensationRate
PositionAgencyComments	EmployeeStateSalary
PositionFiller	EmployeeNonStateSalary
PositionSupervisorPositionNumber	EmployeeSpecialPay
PositionSupervisorEmployeeID	EmployeeTotalCompensation
PositionSupervisorEmployeeName	EmployeeHourlyRate
PositionTimeAttendanceApprover	EmployeeAnnualRate
PositionTimeAttendanceApproverID	EmployeeTemporaryPay
PositionTimeAttendanceApproverName	EmployeeMilitarySupplementalPay
PositionBudgetLevel	EmployeeWorkMode
TotalNumberOfPositionFundingRows	EmployeeTaxLocationCode
EmployeeID	EmployeeAgencyUseField1
EmployeeStatus	EmployeeAgencyUseField2
LinkedDependentEmployeeID	EmployeeAgencyUseField3
EmployeeName	EmployeeTenureStatusContractType

EmployeeLastName	EmployeeContractOrAppointmentExpectedEndDate
EmployeeFirstName	EmployeeLast4SSN
EmployeeMiddleName	EmployeeNonAutoPay
EmployeeNameSuffix	EmployeeTotalMonthsOfService
EmployeeHomeAddressLine1	PositionCount
	EmployeeCount

Appendix 2 – Transaction Hub Columns

Column Name	Column Name (Continued)
SecretariatNumber	PositionNumber
SecretariatName	PositionEEO4Category
ParentBusinessUnit	PositionRoleCode
ParentBusinessUnitName	PositionRoleCodeName
BusinessUnit	PositionDepartmentID
BusinessUnitName	PositionDepartmentName
Company	PositionGrade
EmployeeID	PositionType
EmployeeRecordNumber	PositionRegularTemporaryRestricted
EmployeeFirstName	PositionStandardHours
EmployeeLastName	PositionLevel
EmployeeBirthDate	PositionAppointmentCategory
EmployeeSex	TransactionCategory
EmployeePreferredGender	CardinalAction
EmployeeRace	CardinalActionDescription
EmployeeMinorityStatus	CardinalActionReason
EmployeeDisabledStatus	CardinalActionReasonDescription
EmployeeMilitaryStatus	TransactionID
EmployeeDisabledVeteranStatus	TransactionEffectiveDate
EmployeePositionEntryDate	TransactionEffectiveFiscalYearQuarter
EmployeeClassification	TransactionEffectiveSequence
EmployeeEPRCategory	EmployeeCompensationRate
EmployeePaygroup	EmployeeStateSalary
EmployeeLeavePlanEligibilityGroup	EmployeeNonStateSalary
EmployeeType	EmployeeSpecialPay
EmployeeAlternateWorkSchedule	PayChangeAmount
EmployeeAgencyStartDate	PayChangePercentage
	LastUpdateDateTime
	TransactionFiller