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Historical Data Queries in OneUSG Connect

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Agenda

List of Common Historical Data Queries

How and When to use the Prompts

Locate Employees Without Their EMPLID

Data Expected to be Returned

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Common Historical Data Queries

Navigation:

Navigator > Reporting Tools > Query > Query Manager

Query Name	Description
BOR_HISTORICAL_JOB	Job Information
BOR_HISTORICAL_EMPLOY	Employment History
BOR_HISTORICAL_PAYCHK	Paycheck Information
BOR_HISTORICAL_PAY_EARN	Payroll Earnings Information
BOR_HISTORICAL_FEDTAX	Federal Tax Information
BOR_HISTORICAL_STATETAX	State Tax Information
BOR_HISTORICAL_PERS_PH	Phone Information
BOR_HISTORICAL_NAMES	Name Information

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Common Historical Data Queries

Basic Search:

1. Select the appropriate **Search By** criteria
2. Enter the **begins with** criteria
3. Click **Search**
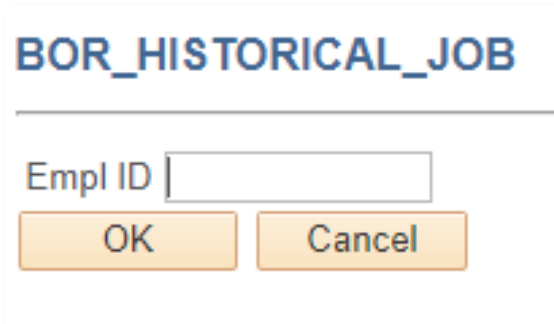
How and When to use Prompts

All* queries will prompt you to enter an Employee ID.

*Except for the BOR_HISTORICAL_NAMES Query. It has three optional prompts:

1. Empl ID
2. First Name (Like)
3. Last Name (Like)

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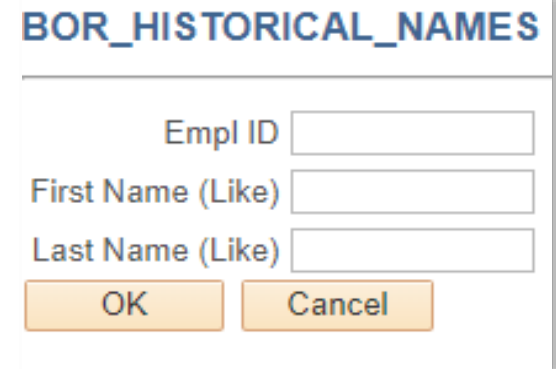OF GEORGIA

Locate Employees Without their Employee ID

BOR_HISTORICAL_NAMES – Prompts

Use this query for the following purposes:

1. If you **do not** have the employee's ID.

   a. Use the First Name (Like) prompt

   b. Use the Last Name (Like) prompt

BOR_HISTORICAL_NAMES

Empl ID [   ]

First Name (Like) [   ]

Last Name (Like) [   ]

[OK]   [Cancel]

2. If you **do** have the Employee's ID but would like to confirm that it is indeed the correct employee.

   a. Enter the Employee ID in the Empl ID prompt and confirm that it is associated with the employee you are searching for.

   b. If the name doesn't match, use the First and Last Name prompts to locate the correct Employee ID.

Locate Employees Without their Employee ID

BOR_HISTORICAL_NAMES – Prompts (continued)

3. The First Name and Last Name prompts can be used one at a time (individually) or at the same time.

   Example: If you are looking for an employee named John Doe, you have the option to:

   - Enter Only 'John' in the First Name (Like) prompt
   - Enter Only 'Doe' in the Last Name (Like) prompt, or
   - Enter the two above at the same time and run the query.

4. For employees who only worked prior to ADP, you will need to use this query to retrieve their seven (7) digit Employee ID.

   Note: Old PeopleSoft/Pre-ADP employees used a six (6) digit employee ID. However, they were still assigned a seven (7) digit employee ID, which you will need to use for the prompts and can be found here.

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Locate Employees Without their Employee ID

BOR_HISTORICAL_NAMES – Prompts (continued)

Additional Notes

1. Pre-ADP / Old PeopleSoft Employees
   - 6 Digit Employee ID
   - Data from 1998 (sometimes 1997) through July 2009

2. ADP Employees
   - 7 Digit Employee ID
   - Data from August 2009 – date of Conversion to PeopleSoft (dependent upon institution's cohort)

3. Name Prompts are Case-Sensitive
   - Values have to be exact, including names with apostrophes, hyphens, accent marks, etc.
   - If you enter both names at once and the query doesn't yield any results, try only using one name prompt and then sort through the results returned to find the name you are looking for.

How and When to use Prompts

Cohort 1 | August 2009 – July 2017

Columbus State University (300)

Georgia College & State University (360)

Georgia Gwinnett College (400)

Georgia Southwestern State University (420)

Valdosta State University (510)

Board of Regents (980)

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How and When to use Prompts

Cohort 2 | August 2009 – January 2018

Armstrong State University (240) *w/Georgia Southern (390)

Fort Valley State University (330)

Georgia Southern University (390)

Abraham Baldwin State University (570)

Bainbridge College (620) *w/Abraham Baldwin State (570)

Gordon State College (760)

Middle Georgia State University (830)

*Consolidation

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How and When to use Prompts

Cohort 3 | August 2009 – April 2018

Georgia State University (090) *Georgia Perimeter College (710)

Albany State University (220) *Albany (210) Darton State (700)

Clayton State University (280)

Kennesaw State University (430) *Southern Poly State (500)

Savannah State University (480)

University of North Georgia (530) *NGCSU – (450) & Gainesville State (750)

University of West Georgia (540)

Atlanta Metropolitan State College (610)

*Consolidation

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How and When to use Prompts

Cohort 3 | August 2009 – April 2018 (continued)

College of Coastal Georgia (630)

Dalton State College (690)

East Georgia State College (720)

Georgia Highlands College (730)

South Georgia State College (880) *SGA Col (870) & Waycross Col (890)

*Consolidation

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How and When to use Prompts

Future Cohorts | Post April 2018

Cohort 4 | December 2018

University of Georgia (180) – No historical data available.

Cohort 5 | June 2019

Augusta University (120) - Old PeopleSoft/Pre-ADP data only. Additional job history can be found by scrolling through the job rows in Job Data; was converted during OneUSG Conversion.

Cohort 6 | March 2020

Georgia Tech (030) – TBD.

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Data Expected To Be Returned

BOR_HISTORICAL_JOB – Results

Data Expected To Be Returned

BOR_HISTORICAL_EMPLOY – Results

Data Expected To Be Returned

BOR_HISTORICAL_PAYCHK – Results

Data Expected To Be Returned

BOR_HISTORICAL_PAY_EARN – Results

Data Expected To Be Returned

BOR_HISTORICAL_FEDTAX – Results

Data Expected To Be Returned

BOR_HISTORICAL_STATETAX – Results

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Data Expected To Be Returned

BOR_HISTORICAL_PERS_PH – Results

Data Expected To Be Returned

BOR_HISTORICAL_NAMES – Results

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Questions

Thank you for attending!

If you have any questions or issues, please submit a ticket to oneusgsuppport@usg.edu.