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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.

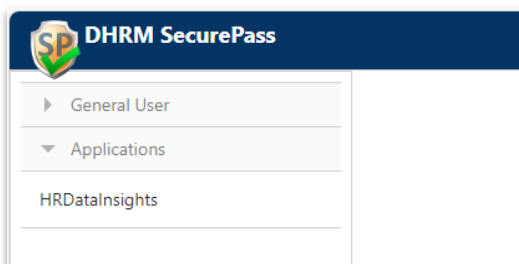
The goal of HRDI is to provide access to data that can be leveraged for custom agency analysis. By providing Cardinal data that is more readable and decoded to user readable values, HRDI is the tool made to enhance the efficiency and effectiveness of current HR processes.

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

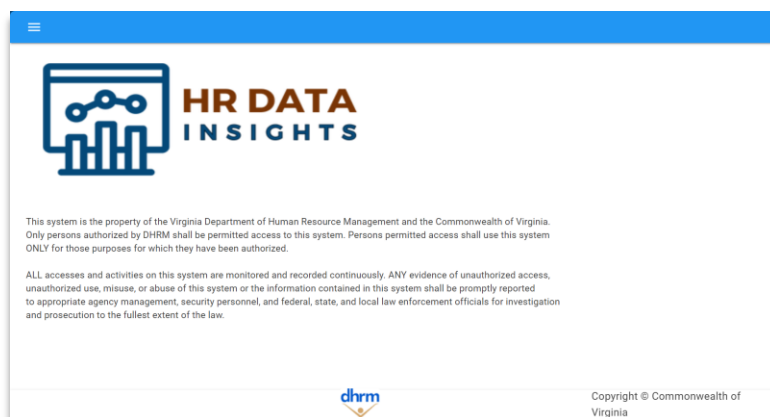
HR Data Insights features a user-friendly navigation menu, providing easy access to key functionalities.

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.



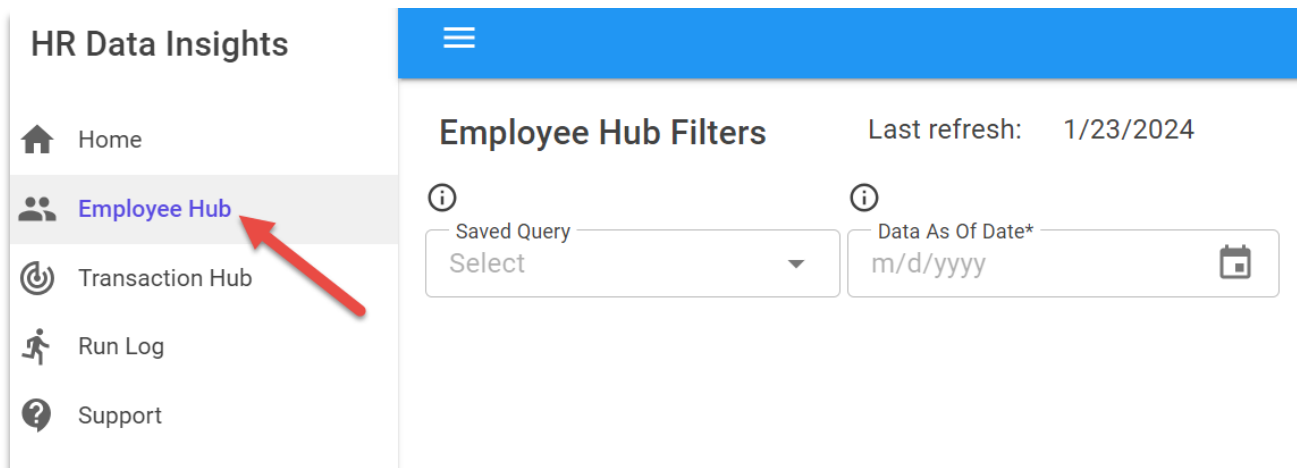
## Home

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

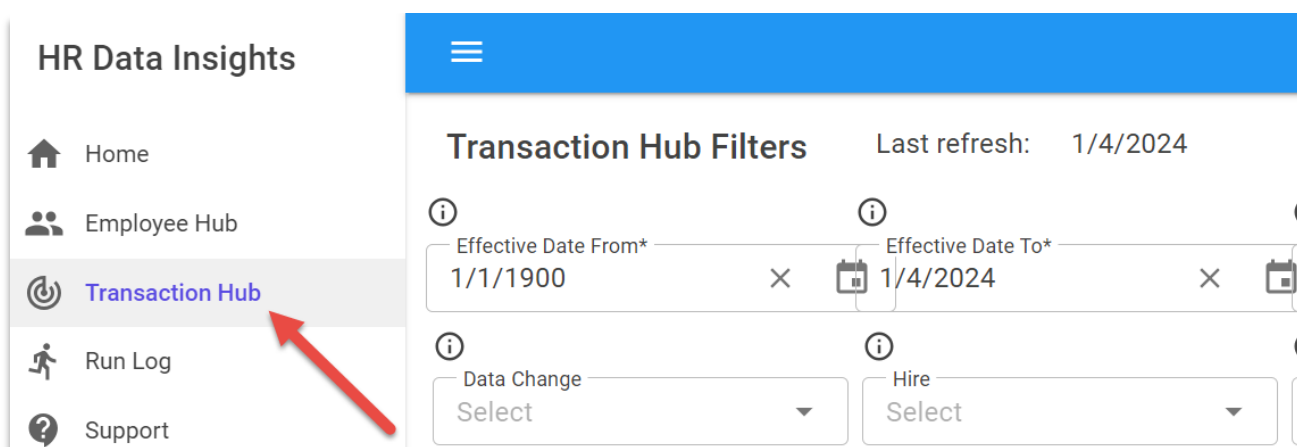
The Employee Hub provides the ability to run a saved query or create a new query against Employee data on a single historic date.



The screenshot shows the 'HR Data Insights' sidebar on the left with a red arrow pointing to the 'Employee Hub' option. The main content area is titled 'Employee Hub Filters' and includes a 'Last refresh: 1/23/2024' timestamp. Below the title, there are two filter sections: 'Saved Query' with a dropdown menu set to 'Select', and 'Data As Of Date\*' with a text input 'm/d/yyyy' and a calendar icon.

## Transaction Hub

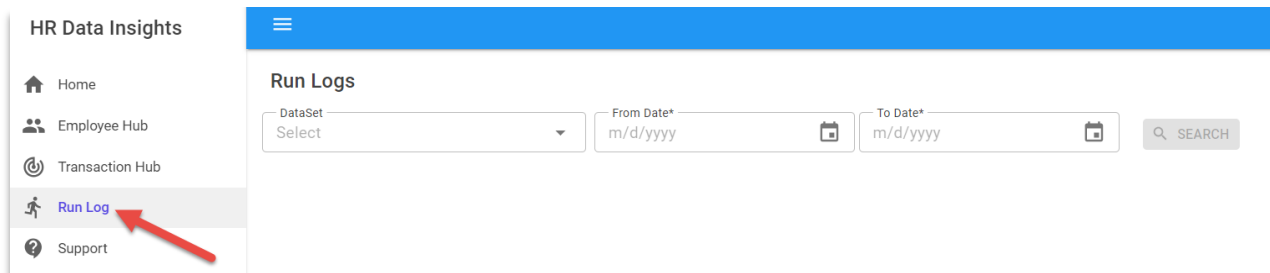
The Transaction Hub provides the ability to run a saved query or create a new query of historic transaction data within the user defined range of transaction effective dates.



The screenshot shows the 'HR Data Insights' sidebar on the left with a red arrow pointing to the 'Transaction Hub' option. The main content area is titled 'Transaction Hub Filters' and includes a 'Last refresh: 1/4/2024' timestamp. Below the title, there are four filter sections: 'Effective Date From\*' with a text input '1/1/1900' and a clear 'X' button, 'Effective Date To\*' with a text input '1/4/2024' and a clear 'X' button, 'Data Change' with a dropdown menu set to 'Select', and 'Hire' with a dropdown menu set to 'Select'.

## Run Log

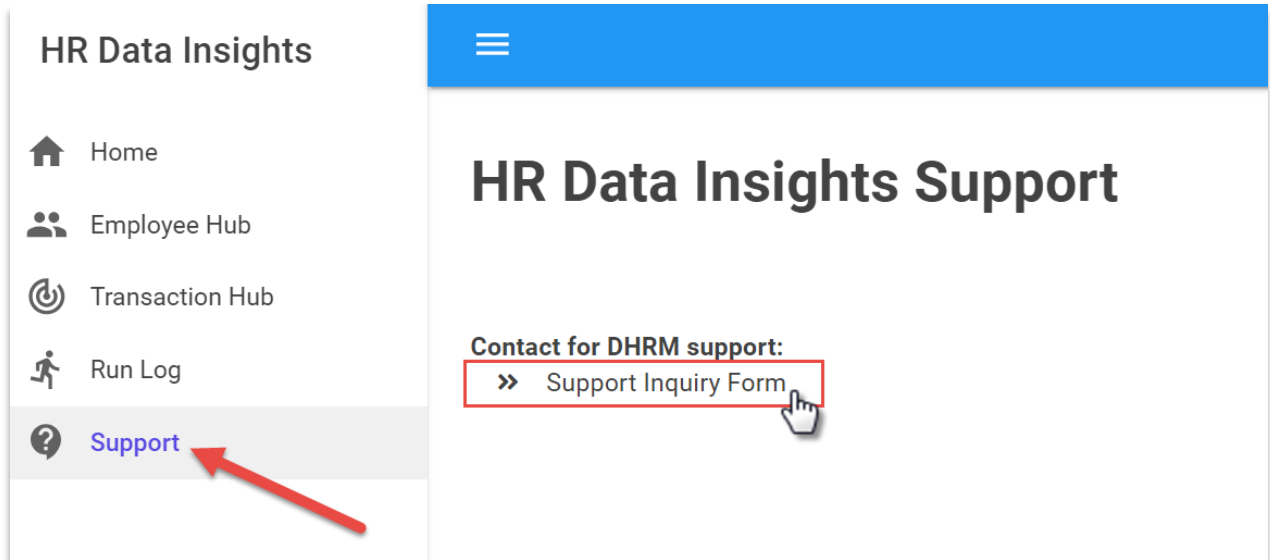
The Run Log enables users to view the historical logs of previously executed queries specific to the user and data hub. The user will also have the option to reload and edit the query criteria.



## 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

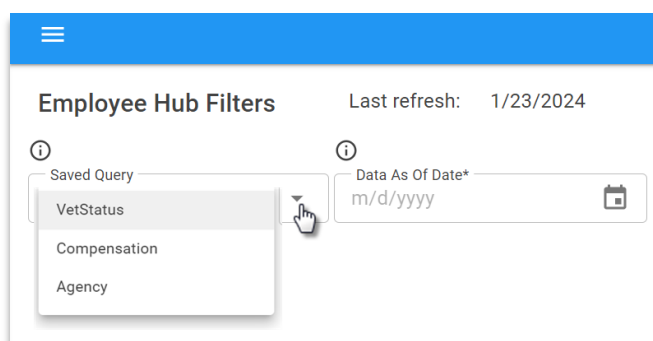
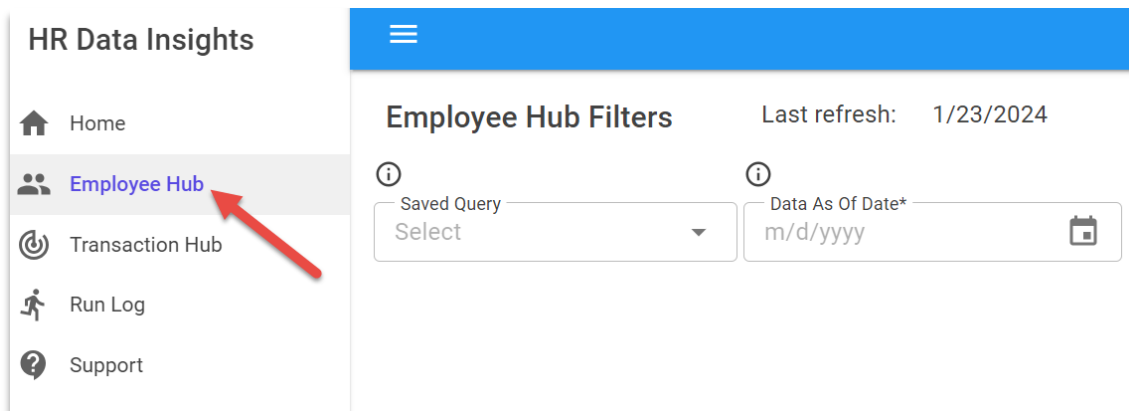
The Employee Hub is a central component of HRDI. There you can build queries to extract employee/agency/position data specified to your agency's needs.

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.

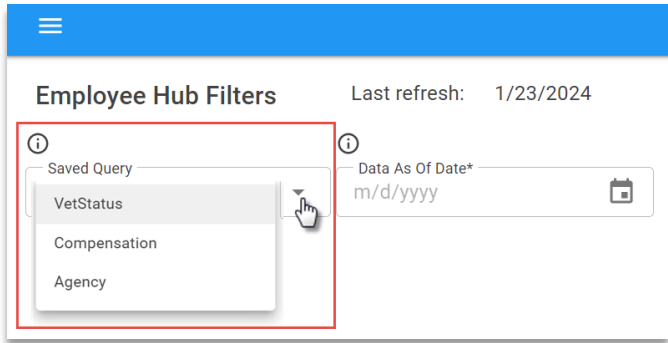
### Steps for defining query parameters:

Select Employee Hub from menu.



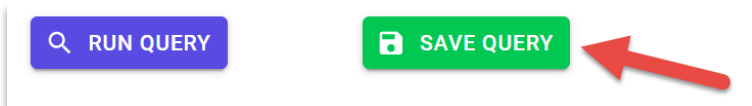
To build data set parameters, you can choose them from the [Saved Query](#) dropdown menu or input a date in the [Data As Of Date](#) field. Utilize filters to define and limit the desired dataset by choosing options from the different fields as indicated in the screenshot below. (For detailed directions 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.



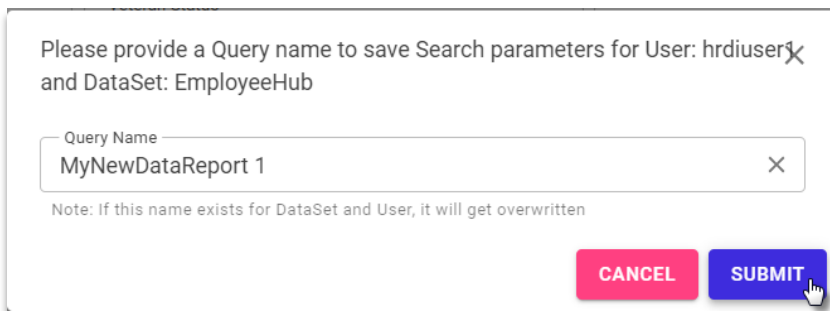


**NOTE:** If not utilizing a saved query proceed to entering a date in the [Data As Of Date](#) control.)

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.

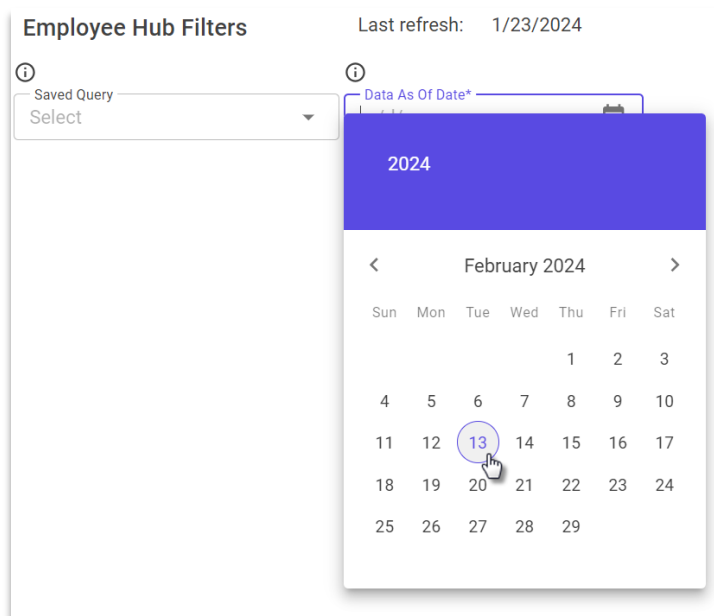


A screenshot of a web form element. It consists of a text input field with the placeholder text "m/d/yyyy". To the right of the input field is a small calendar icon. Above the input field is a label "Data As Of Date\*" with an asterisk indicating it is required.

- 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. At the top right, it says "Last refresh: 1/23/2024". On the left, there is a "Saved Query" dropdown menu with "Select" chosen. On the right, there is a "Data As Of Date\*" field with a calendar icon. A calendar pop-up is displayed, showing the month of February 2024. The date 13 is circled in blue, and a hand cursor is pointing at it. The calendar has a blue header with "2024" and "February 2024" in the center. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates 1 through 29 are arranged in a grid.

## Data Filters

Utilize filters to define and limit the desired dataset.

Employee Hub Filters

Last refresh: 1/23/2024

CLEAR

*i*
Saved Query  
AgencyPosition

*i*
Data As Of Date\*  
1/23/2024

*i*
Business Unit  
70100, 71100, 71600, 718...

*i*
Disability Status  
Select

*i*
Employee Age Group  
Select

*i*
Minority Status  
Select

*i*
Position EEO4 Category  
Select

*i*
Position Pay Grade  
Select

*i*
Position Status  
Position is filled

*i*
Position Temporal Status  
Select

*i*
Position Type  
Select

*i*
Preferred Gender  
Select

*i*
Race  
Select

*i*
Sex  
Select

*i*
Veteran Status  
Select

Total Compensation From

*i*
Total Compensation To

*i*
Columns  
DataAsOfDate, BusinessU...

RUN QUERY


SAVE QUERY

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

The “Last refresh” denotes the last data snapshot date available.

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.

*i*
Employee Age Group  
Select

*i*
Minority Status  
Minority , Unknown

*i*
Position Status  
Select

*i*
Position Temporal Status  
Select

*i*
Whether the position is vacant or filled as of the Data As Of Date.

*i*
Temporal Status  
Select

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 action. At the bottom right, there is a blue button labeled 'RUN QUERY'.

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

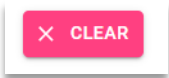
**NOTE:** More than one selection from the dropdown list of values can be checked.

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 filter fields like 'Saved Query', 'DataAsOf\*', 'Employee Age Group', 'Position Status', 'Race', and 'Columns' are visible. 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.

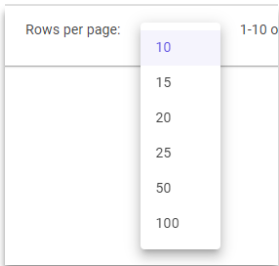


The query results will be displayed in a grid.

**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 Zip
01/01/2024	6	Secretary of Public Safety and Homeland Security70100	Dept of Corr - Central Admin	77900	Sussex I and II Prison Complex24414	Musselwhite Dr	Waverly	23891	
01/01/2024	6	Secretary of Public Safety and Homeland Security70100	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 Security70100	Dept of Corr - Central Admin	76900	Greenville Correctional Ctr	6900 Atmore Drive	Richmond	23225	
01/01/2024	6	Secretary of Public Safety and Homeland Security70100	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 Security70100	Dept of Corr - Central Admin	76900	Greenville Correctional Ctr	6900 Atmore Drive	Richmond	23225	
01/01/2024	6	Secretary of Public Safety and Homeland Security70100	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 Security70100	Dept of Corr - Central Admin	77900	Sussex I and II Prison Complex24414	Musselwhite Dr	Waverly	23891	
01/01/2024	6	Secretary of Public Safety and Homeland Security70100	Dept of Corr - Central Admin	77900	Sussex I and II Prison Complex24414	Musselwhite Dr	Waverly	23891	
01/01/2024	6	Secretary of Public Safety and Homeland Security70100	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 Security70100	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

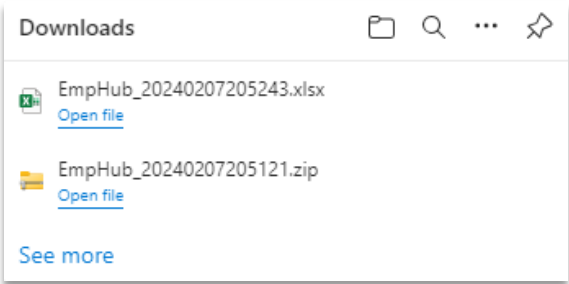
### Download

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  $\leq 5000$  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	Technical	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						

< >
Search Params
Items
+

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

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

Business Unit Select

Additional Pay Select

Paid Leave of Absence Select

Layoff Select

Leave Data Change Select

Retirement Select

Recall from Suspension or Layoff Select

Retire Select

Transfer Select

Return from Leave Select

Suspension Select

Termination Select

Unpaid Leave of Absence Select

Columns SecretariatNumber, SecretariatName, ParentBusin... X

RUN QUERY

SAVE QUERY

CLEAR

- 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, the text 'Welcome, NAKATSUKA, MICHAEL AI', and a 'CLEAR' button. Below the header, the title 'Transaction Hub Filters' is followed by 'Last refresh: 1/4/2024'. The main area contains several filter sections: 'Effective Date From\*' (1/1/1900), 'Effective Date To\*' (1/4/2024), 'Business Unit' (Select), and a grid of transaction categories. The categories are: Data Change, Hire, Layoff, Additional Pay, Paid Leave of Absence, Pay Rate Change, Recall from Suspension or Layoff, Leave Data Change, Retirement, Return from Leave, Suspension, Rehire, Termination, Transfer, and Unpaid Leave of Absence. 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 action reasons with checkboxes: All, Conversion (highlighted), Disability Retirement, Enhanced Retirement, LOF SEV Service Retirement, Retirement in Lieu of LOF, Retirement-ORP, and Service Retirement.

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	EmployeeHomeAddressLine3
SecretariatNumber	EmployeeHomeAddressLine4
SecretariatName	EmployeeHomeAddressCity
ParentBusinessUnit	EmployeeHomeAddressState
ParentBusinessUnitName	EmployeeHomeAddressCountry
BusinessUnit	EmployeeHomeAddressPostalCode
BusinessUnitName	EmployeeHomeAddressCounty
BusinessUnitAddress1	EmployeeHomePhone
BusinessUnitCity	EmployeeWorkPhone
BusinessUnitPostalCode	EmployeeEmailOption
BusinessUnitState	EmployeeWorkEmailAddress
Company	EmployeePersonalEmailAddress
PositionDepartmentID	EmployeeBirthDate
PositionDepartmentName	EmployeeAgeGroup
PositionLocation	EmployeeSex
PositionNumber	EmployeePreferredGender
PositionJobcode	EmployeePreferredPronoun
PositionType	EmployeeEthnicGroup1
PositionJobcodeName	EmployeeEthnicGroup2
PositionWorkTitle	EmployeeEthnicGroup3
PositionWorkTitleShortDescription	EmployeeRace
PositionEffectiveStatus	EmployeeMinorityStatus
PositionStatus	EmployeeCitizenshipStatus
PositionReviewDate	EmployeeDisabledStatus
PositionRegularTemporaryRestricted	EmployeeMilitaryStatus
PositionFullQuasiPartTime	EmployeeVeteranStatus
PositionMonths	EmployeeDisabledVeteranStatus
PositionFLSASStatus	EmployeeMaritalStatus
PositionLevel	EmployeeType
PositionAppointmentCategory	EmployeeOriginalHireDate
PositionVPAEligible	EmployeeAgencyStartDate
PositionStandardHours	EmployeeLayoffNoticeDate
PositionFullTimeEquivalency	EmployeeProbationExpirationDate
PositionMaximumHeadcount	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	EmployeeVPACovered
PositionConfidential	EmployeeEPRCategory
PositionHealthCertificate	EmployeeLeavePlanEligibiltyGroup
PositionSensitive	CompensationFrequency
PositionSafetySensitive	EmployeePaygroup
PositionPhysicalRequirements	EmployeeHealthAgencySubgroupNumber
PositionCertificationRequirement	EmployeeHealthAgencySubgroupDescription
PositionLicenseCode1	EmployeeMonthsPays
PositionLicenseCode2	EmployeeBillPremiumCode
PositionLicenseCode3	EmployeeBillPremiumDescription
PositionLanguageRequirement	EmployeeGradeEntryDate
PositionAgencyUseField1	EmployeeCompensationRate
PositionAgencyUseField2	EmployeeStateSalary
PositionAgencyUseField3	EmployeeNonStateSalary
PositionAgencyComments	EmployeeSpecialPay
PositionFiller	EmployeeTotalCompensation
PositionSupervisorPositionNumber	EmployeeHourlyRate
PositionSupervisorEmployeeID	EmployeeAnnualRate
PositionSupervisorEmployeeName	EmployeeTemporaryPay
PositionTimeAttendanceApprover	EmployeeMilitarySupplementalPay
PositionTimeAttendanceApproverID	EmployeeWorkMode
PositionTimeAttendanceApproverName	EmployeeTaxLocationCode
PositionBudgetLevel	EmployeeAgencyUseField1
EmployeeID	EmployeeAgencyUseField2
EmployeeStatus	EmployeeAgencyUseField3
LinkedDependentEmployeeID	EmployeeTenureStatusContractType
EmployeeName	EmployeeContractOrAppointmentExpectedEndDate

EmployeeLastName	EmployeeLast4SSN
EmployeeFirstName	EmployeeNonAutoPay
EmployeeMiddleName	EmployeeTotalMonthsOfService
EmployeeNameSuffix	PositionCount
EmployeeHomeAddressLine1	EmployeeCount
EmployeeHomeAddressLine2	

## 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