



Phoenix

USER GUIDE

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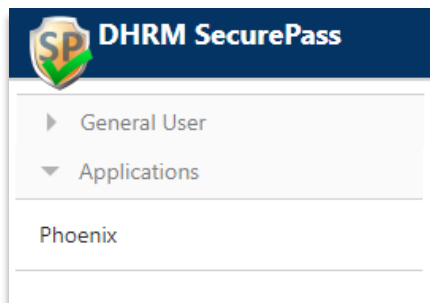
Introduction

This user manual provides basic guidance for navigating Phoenix, Virginia Department of Human Resource Management's (DHRM's) historical data system. Phoenix allows users to access various historical records related to employees, benefits, pay history, positions, roles, personal data, wage employees, and written notices. It is important to note that all historical data in Phoenix was previously accessed and managed in the Personnel Management Information System (PMIS) & its Benefits Eligibility System (BES).

Getting started

Phoenix is housed within DHRM's SecurePass portal. After registration to SecurePass is completed, a user must then be granted access to the Phoenix 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 "Phoenix" under the Applications section, from the left side menu.



Overview

When navigating the Phoenix system, there is a sidebar menu on the left of the screen that allows for quick access to historical records separated in distinct categories. Accessibility to the categories is limited to what security settings are enabled through your SecurePass authorization.

Broadcast screen

The home screen is also the landing page when first logging into the application. This is known as the broadcast screen. It will have any important messages related to application maintenance and/or state operations.

The sidebar menu is seen on the left of the screen. To navigate to a particular section, a simple click of the option title will load a search screen. To collapse or hide the sidebar menu, click the arrow at the top lefthand corner of the menu. To return to the broadcast screen, click the Phoenix home button at the top left of the header. All of the buttons and menu options will be visible on every screen.



Menu Options

Option	Access to
Benefits	Health benefit history records of current and former employees, employee dependents, and participating retirees.
Employee	Employee history records of current and former classified and faculty employees.

<i>Pay History</i>	Pay history records of current and former classified and faculty employees.
<i>Position</i>	Classified and faculty positions and relevant information.
<i>Role</i>	Provides details such as title, code, pay/shift, salary information, and additional information related to position roles.
<i>Person</i>	Displays basic person/personal data for all individuals with an ID in the historical system. It includes information such as address, birthdate, leave balances, VSDP (Virginia Sickness and Disability Program) information, prior service, and more.
<i>Wage Employee</i>	Wage history records of current and former hourly/non-salaried employees.
<i>Written Notice</i>	Written notices and other historical disciplinary actions associated with the issuance of written notices.
<i>Support</i>	Additional support resources related to Phoenix.

****Note:** Menu options will vary based on user access settings assigned in SecurePass.

Benefits

The Benefits section provides access to health benefit history records of employees, dependents, and participating retirees. Here one can view additional relevant information pertaining to individual's health benefits, including but not limited to Flexible Spending Accounts (FSA's) and Participant Rewards.

Search fields

Choose one way to search for participants or retirees

1. Last Name + First Name
2. Employee ID (*integer only-- no leading zeroes*)
3. SSN

Press *enter* on keyboard or click *Search* to submit

Navigating search results

Select the eye icon under the column heading that you wish to view.

Benefits

testor testy Employee ID SSN Search Clear

Name	Participant ID	Agency	History	FSA	Rewards	Participant	Dep History
TESTOR, TESTY	322-28-95	129	1	2	3	4	5 no history

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Benefits History Screens

	Screens	Description
1	History	Participant history records
2	FSA	Flexible spending account records
3	Rewards	Participant Reward records
4	Participant	Most recent participant record in history (**not all participants with history will have one)
5	Dep History	Dependent history (**only has view icon if participant also has dependent history)

Participant History Scroll

Welcome, COV/rmv84379I

Go Back

Participant History Scroll

Name: TESTOR, TESTY SSN: [View](#) ID: 3222895

Trans	Key Date	Eff-Date	Agy/Grp	Lst	St	Cv	Plan	PMIS	Term Date	Details
PSB000	06/22/2021	07/01/2021	129/001	0	NQ	S	ACC4	PSB352		Details
PSB104	07/20/2020	07/01/2020	129/001	0	NQ	S	ACC4	PSB352		Details
PSB200	07/20/2020	07/01/2020	129/001	0	NQ	S	ACC4			Details
PSB200	05/16/2020	07/01/2020	129/001	0	NQ	S	ACC4			Details
PSB352	05/16/2020	05/01/2020	129/001	0	NQ	W				Details
PSB352	05/05/2020	05/01/2020	129/001	0	NQ	W				Details
PSB352	04/28/2020	04/01/2020	129/001	0	NQ	W			12/31/2019	Details
PSB090	01/29/2020	08/01/2019	129/001	0	NQ	W			12/31/2019	Details
PSB200	07/01/2019	08/01/2019	129/001	0	NQ	W			12/31/2019	Details
PSB090	07/01/2019	07/01/2019	129/001	0	NQ	F	ACC2		12/31/2019	Details
PSB200	05/16/2019	07/01/2019	129/001	0	NQ	F	ACC2			Details
PSB352	05/16/2019	05/01/2019	129/001	0	NQ	F	ACC3			Details
PSB352	05/16/2019	05/01/2019	129/001	0	NQ	F	ACC3			Details
PSB352	05/14/2019	05/01/2019	129/001	0	NQ	F	ACC3			Details
PSB352	05/14/2019	05/01/2019	129/001	0	NQ	F	ACC3			Details

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Select eye icon under *Details* column on record you wish to review, to see the detail screen.

Welcome, COV/rmv84379I

Go Back

Participant History Detail

Name: TESTOR, TESTY SSN: [View](#) ID: 322-28-95

Plan: ACC2 CCare+XD Age: 74 Year(s) 6 Month(s) DOB: 01/01/1945

Addr 1: Addr 2: PO BOX 101 Agy / Grp: 129 DHRM 001 Plan Beg: 07/01/2019

City: RICHMOND Mbr: F Family Grp Beg: 01/01/2012

St/Zip: VA 23218 - 101 Status: NQ NPMIS-30hrEE Mbr Beg: 07/01/2015

Country: US United States Sex: M Male BES Beg: 03/01/2011

Locality: 760 Richmond (City) Pay Code: 24 Med Status: N

MedReim: \$11.00 070119-063020 Last Agy: 000 Med Beg:

DepCare: \$12.00 Day Phone: 434-825-6899

Home Phone: 804-789-6543 Extend: 0

OrigPar: [View](#) HIC: HIC Beg:

Name: Submit POA: 56 Open Enrollment Bill Premium: 06 Agency Payroll BP Beg: 01/01/2012

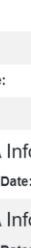
0 Reward: No Reward

PMIS Lst Tr: PSB200 051619-000722 000133 PER129M11 PmCnv: Y Trans Eff Date: 07/01/2019

Pr rate: 0687 - 0144 - 0000 Terminate: Event: 07/01/2019

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As applicable, scroll down to view subsequent dependent information.



Welcome, COV/rmv84379!

PMIS

Lst Tr: PSB200 051619-000722 000133 PER129M11

PrmCnv:

Y

Trans Eff Date:

07/01/2019

Pr rate:

0687 - 0144 - 0000

Note:

Terminate:

Event:

07/01/2019

Receive:

05/16/2019

DCA Information


Begin Date:	07/01/2019	End Date:	06/30/2020	Amount:	\$12	Goal:	\$288
-------------	------------	-----------	------------	---------	------	-------	-------

HCA Information

Begin Date:	07/01/2019	End Date:	06/30/2020	Amount:	\$11	Goal:	\$264
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Dependent History

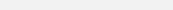
Dependent Name	Birth Date	Soc-Sec-Num	Relationship	Dependent History
TESTOR, JACK	07/25/2016	View	Son	View
TESTOR, JANE	05/24/2012	View	Daughter	View
KID, TEST	04/03/2014	View	Son	View
KID, THE	04/03/2014	View	Son	View



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Dependent History

View dependent history by selecting an icon in the *Dependent History* column.

Dependent History				
Dependent Name	Birth Date	Soc-Sec-Num	Relationship	Dependent History
TESTOR, JACK	07/25/2016	View	Son	View 
TESTOR, JANE	05/24/2012	View	Daughter	View
KID, TEST	04/03/2014	View	Son	View
KID, THE	04/03/2014	View	Son	View

This loads the dependent history screen for the selected dependent.

Again, by selecting the eye icon in the right *Details* column, you can view more information.

Employee

In the Employee section, you can access and review the historical employee records of both current and former classified and faculty employees. This includes important employment-related information.

Search fields

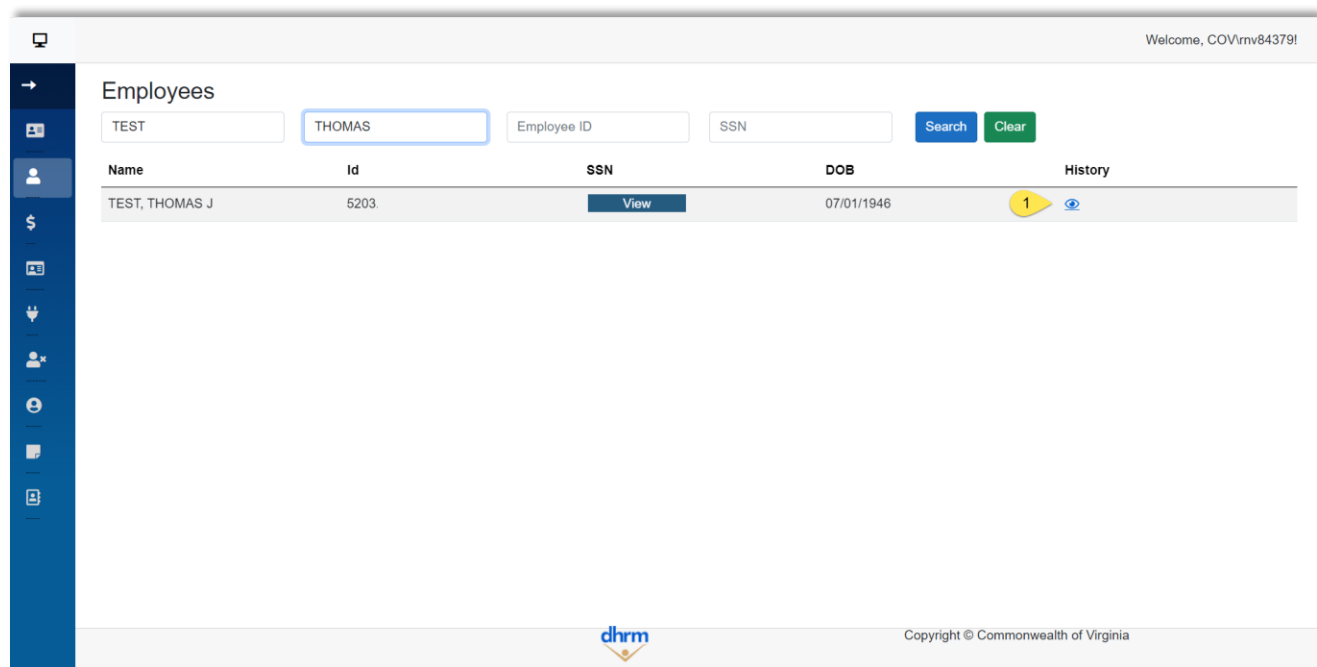
Choose one way to search for employee history records

1. Last Name + First Name
2. Employee ID (*integer only-- no leading zeroes*)
3. SSN

Press *enter* on keyboard or click *Search* to submit

Navigating search results

Select the eye icon under the column heading that you wish to view. Results may show multiple employees to choose from.



The screenshot displays the 'Employees' section of a web application. At the top right, a welcome message reads 'Welcome, COV\rnv84379!'. Below the title 'Employees', there are four search input fields: 'TEST', 'THOMAS' (highlighted with a blue border), 'Employee ID', and 'SSN'. To the right of these fields are 'Search' and 'Clear' buttons. Below the search fields is a table with columns: 'Name', 'Id', 'SSN', 'DOB', and 'History'. The table contains one row for 'TEST, THOMAS J' with 'Id' 5203, 'DOB' 07/01/1946, and a 'View' button under the 'SSN' column. The 'History' column shows a yellow circle with the number '1' and an eye icon. A vertical sidebar on the left contains various icons. At the bottom, the 'dhrm' logo and 'Copyright © Commonwealth of Virginia' are visible.

Name	Id	SSN	DOB	History
TEST, THOMAS J	5203	View	07/01/1946	1

Employee History Screen

Pay History

The Pay History section enables you to view the pay history records of current and former classified and faculty employees. It provides details regarding their past pay information.

Search fields

Choose one way to search for employee pay history

4. Last Name + First Name
5. Employee ID (*integer only-- no leading zeroes*)
6. SSN

Press *enter* on keyboard or click *Search* to submit

Welcome, COV\mv84379l

Pay History Summary

Last Name First Name 1234560 SSN Search Clear

Previous 1 2 Next

Use these buttons to navigate available screens

Name	ID	Trans	Efft Date	Salary	One Time	Reason	Details
KELLY, J.		PSE100	03/15/2022	0.00		100 Transfer To Exempt Agency	
KELLY, J.		PSE215	06/10/2021	47912.00		215 FY 22 Increase/Bonus	
KELLY, J.		PSE065	11/25/2020	45630.20		503 Internal Alignment Salary	
KELLY, J.		PSE065	08/25/2019	41482.00		503 Internal Alignment Salary	
KELLY, J.		PSE215	06/10/2019	40276.00		215 FY 2019-June Increase/Bonus	
KELLY, J.		PSE065	08/25/2018	38358.00		506 Retention Salary Increase	
KELLY, J.		PSE065	08/25/2017	37358.00		503 Internal Alignment Salary	
KELLY, J.		PSE215	07/10/2017	36358.00		215 FY 2018 Increase/Bonus	
KELLY, J.		PSE215	11/25/2016	35299.00		215 IPP 11/25/2016 Update	
KELLY, J.		PSE215	11/25/2015	35299.00		215 IPP 11/25/2015 Update	
KELLY, J.		PSE215	08/10/2015	35299.00		215 FY 2016	

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Navigating search results

Select the eye icon under the *Details* column heading next to the record you wish to view.

1234560 SSN Search Clear

Previous 1 2 Next

Trans	Efft Date	Salary	One Time	Reason	Details
PSE100	03/15/2022	0.00		100 Transfer To Exempt Agency	
PSE215	06/10/2021	47912.00		215 FY 22 Increase/Bonus	

Pay History Screen

Screens	Description
1 Details	Pay history detail records.

Pay History Details

Click to return to previous screen.

Welcome, COV/rmv84379!

Employee Compensation History

ID:		Operator:	BATCH-215
Name:	KELLY, J	PID:	132
		Date:	06/10/2021
Transaction Code:	PSE215	Time:	02:03:52
Trans-Efft-Date:	06/10/2021	Alt Min:	
Agency Number:	211 Virginia Military Institute	Alt Max:	
Position Number:	00542 Payroll Accountant	Min:	37042
Role Code:	19031 SW/D	Max:	98371
Reason:	215 FY 22 Increase/Bonus		

	Prior	New
State Salary:	45,630.20	47,912.00
Non-State Salary:	0.00	0.00
Special Rate:	0.00	0.00
Empl Percent Time:	100.00	100.00
Empl Months:	12.00	12.00
Leave Code:	0	0
Empl Hours:	0	0

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Position

Accessing the Position section allows you to explore classified and faculty positions. You can view information related to position titles, codes, and other relevant details.

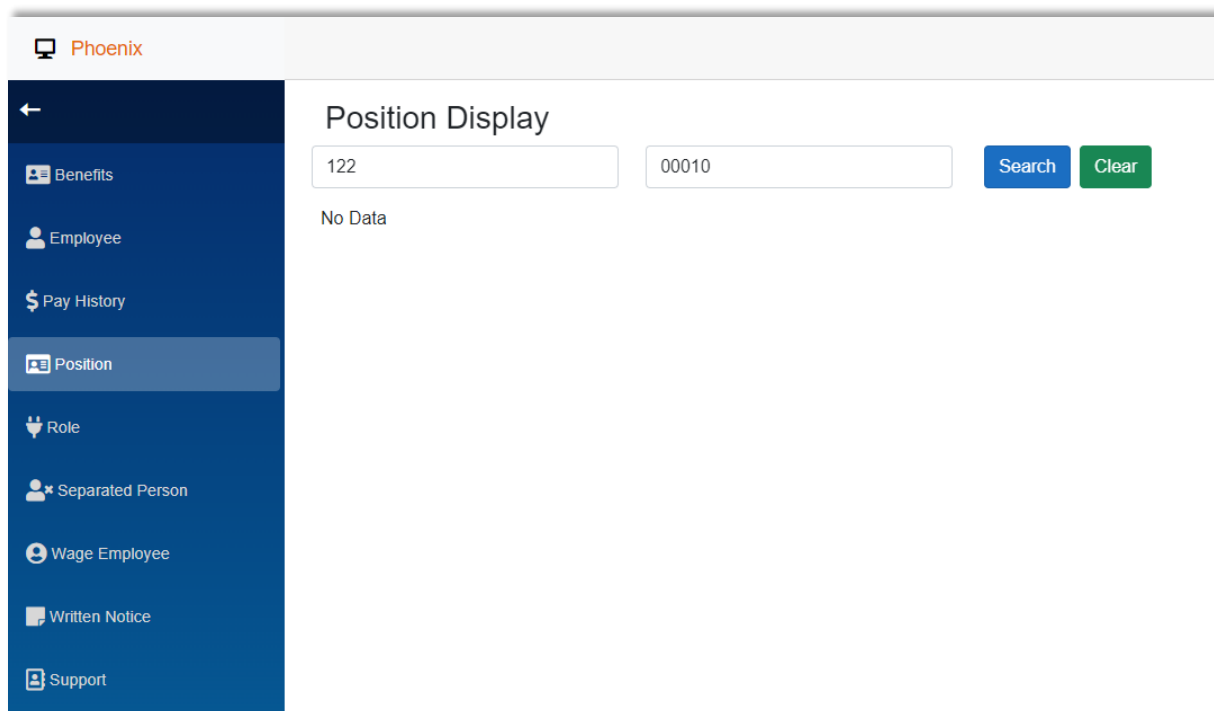
Search fields

Enter both agency number and position number to display position details.

1. Agency Number + Position Number

Press *enter* on keyboard or click *Search* to submit

****Note:** If a position number has leading zeroes, they must be keyed in exactly. They position numbers do not have Cardinal formatting with a leading agency abbreviation.



The screenshot shows the 'Phoenix' application interface. On the left is a dark blue sidebar with a back arrow at the top and a list of menu items: Benefits, Employee, Pay History, Position (highlighted), Role, Separated Person, Wage Employee, Written Notice, and Support. The main content area is titled 'Position Display' and contains two input fields. The first field contains the number '122' and the second field contains '00010'. To the right of these fields are two buttons: a blue 'Search' button and a green 'Clear' button. Below the input fields, the text 'No Data' is displayed.

Navigating search results

The initial screen loads the position details

Welcome, COV/rmv84379I

Position Display

122 00010 [Search](#) [Clear](#)

1 [Position History](#) 2 [Occupation History](#)

Agency:	122 (DPB)	Payroll:	001	StatDr:	F / P	Safety:	No	Establ:	09/01/2021
Position:	00010	Activity:		Subdvan:		Catgry:	R	Expire:	
Role:	18132	Location:	760	SubUnit:		Rsn RV:		Review:	
SOC:	13-2031	EEO:	B	Partitn:		Vac RV:		Vacate:	03/15/2022
		Telework:	Yes	Security:		Email:	No	Layoff:	
Area / Shift:	SW / D	At Will:	No	Address:		Econmic:	No	RptPos:	122-00092
SWD Role Min:	50.811	Rec Off:	No	Wkr Cmp:	8810	Drug Tst:	No	Level:	E
SWD Role Max:	130.656	Alt Work:	No	Sensitive:	No				
Percent:	100.00	Safety Sen:	No	OT/Exmpt:	E	Program:	715/02		
Months:	12.00	OT Elig:	No	Abolish:	No	Element:	0		
License:						Project:	0		
Card Apprvr:		Card Dept:				Cost:	112		
Optional:						Fund:	100		
						Percent:	100.00		

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Position Details Screens

	Screens	Description
1	Position History	Brief history of position changes.
2	Occupation History	The history of who has occupied the position

Position History Display

Welcome, COV/rmv84379I

[Go Back](#)

Position History Display

Agency: 122 Position: 00010

Date	Trans A Code T	Last Name	SOC	Class/Role Code and Title
09/01/1979	130		8405024	23093 DPB ANALYST A
11/01/1982	140	GRAVATT	8405024	23094 DPB ANALYST B
03/01/1984	140	GRAVATT	8405024	23095 DPB ANALYST C
07/16/1996	127		8405024	23095 DPB ANALYST C
09/26/1996	130		8405024	23093 DPB ANALYST A
11/25/1997	140	VOGELGESANG		23094 Dpb Analyst B
09/25/2000	140	Comp Reform	23094	19133 Policy Planning Spcialst III
07/01/2003	160	VOGELGESA	132031	19133 Policy Planning Spcialst III
10/29/2019	128	Position Deleted	132031	19133 Policy Planning Spec III
09/01/2021	130	000000000	132031	19132 Policy Planning Spec II

Occupation History Display

Welcome, COV/rmv64379I

Go Back

Occupation History Display

Agency: 122 Position: 00010

Name	ID	Entered Date	Action	Previous Agy Pos	Vacated Date	Rsn	New Agy Pos
GRAVATT, I			Transfer	165 00032	11/01/1982	REA	122 00010
GRAVATT, I			Transfer	165 00032	03/01/1984	REA	122 00010
GRAVATT, I		10/16/1979	Transfer	165 00032	01/31/1986	SEP	
KAPLAN, E		05/16/1986	Promotion	122 00037	04/28/1995	SEP	
VOGELGESANG, J		11/16/1996	Original		03/31/2019	SEP	
SHAW, B		10/10/2021	Reemployment		03/14/2022	TRF	
Currently Vacant							

Role

The Role section provides comprehensive information about various position roles. You can find details such as titles, codes, pay/shift, salary information, and additional relevant data.

Search fields

Enter role code. Press *enter* on keyboard or click *Search* to submit

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Role History Summary

Role Code

Role	PA/\$	Min
No Data Found		

Benefits

Employee

Pay History

Position

Role

Separated Person

Wage Employee

Written Notice

Support

Navigating search results

Select the eye icon under the *Details* column heading next to the record you wish to view.

Phoenix Welcome, COVrmv84379f

- Benefits
- Employee
- Pay History
- Position
- Role**
- Separated Person
- Wage Employee
- Written Notice
- Support

Role History Summary

[Previous](#)
[1](#)
[2](#)
[Next](#)

Role	PA/S	Min	Max	G/B	Act	Eff	Role Abbreviation	Details
19212	SW-D	50,811	130,656	*05	003	07/10/2022	Prog Admin Specialist II	Details 1
19212	SW-D	48,391	124,434	*05	003	06/10/2021	Prog Admin Specialist II	Details
19212	SW-D	46,087	111,102	*05	003	06/10/2019	Prog Admin Specialist II	Details
19212	SW-D	43,892	105,811	*05	003	07/10/2017	Prog Admin Specialist II	Details
19212	SW-D	42,614	96,134	*05	003	08/10/2015	Prog Admin Specialist II	Details
19212	SW-D	41,778	91,896	*05	003	07/25/2013	Prog Admin Specialist II	Details
19212	SW-D	40,959	84,062	*05	003	07/01/2010	Prog Admin Specialist II	Details
19212	SW-D	40,959	84,062	*05	003	11/25/2007	Prog Admin Specialist II	Details
19212	SW-D	39,384	80,829	*05	003	11/25/2006	Prog Admin Specialist II	Details
19212	SW-D	37,869	77,720	*05	003	11/25/2005	Prog Admin Specialist II	Details

Role History Summary Screen

Screens	Description
1 Details	Detailed view of role history record for a particular date.

Role Detail Display

- Go Back

Click to return to previous screen.

Role Detail Display

Program Administration Specialist II				
Role Code:	19212	Prog Admin Specialist II	Min:	40959 19.69
Family Code:	19000	Administrative Services	Max:	84062 40.41
Group Code:	19210	Program Administration		
Begin Date:	07/01/2010	Pay Area - Shift:	SW-D	
Create Date:	11/01/2001	Band:	05	
Expire Date:		Category:	B	
Range Date:	11/25/2007	Comp Table Code:	R	
Reg Eff Date:		Regrade Steps:		
Wage Expire Date:	06/29/2020	Regrade Pct:		
Spec Date:		Wage Indicator:	Y	
Review Date:		Overtime:	Y	
Revise Date:		Action Code:	003	
Enter Date:	07/01/2010	Alternate Code:		
Enter Time:	00:00:01	Prime Code:		

Person

In the Person section, you can access basic person/personal data for all individuals with an ID in the historical system. This includes data like addresses, birthdates, leave balances, VSDP information, prior service, and more.

Search fields

Choose one way to search for person/separated person

1. Last Name + First Name
2. Employee ID (*integer only-- no leading zeroes*)
3. SSN

Press *enter* on keyboard or click *Search* to submit

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Separated Person Search

Last Name First Name Employee ID SSN Search Clear

Name	Empld	Agency	SSN	Details
No Data Found				

NOTE: If you do a broad search for a name, you may get multiple person records to select from.

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Separated Person Search

test t1 Employee ID SSN Search Clear

Name	Empld	Agency	SSN	Details
TESTERMAN, TAMARA		128 WVCC	View	Details
TESTERMAN, TERRY		5 VRSG	View	Details
TEST, TEST		6 OHBG	View	Details 1
TEST, TEST		6 OHBG	View	Details
TEST, TEST		47 TLCG	View	Details
TEST, TEST		129 DHRM	View	Details
TESTOR, TESTY		129 DHRM	View	Details
TEST, THOMAS		749 BUCC	View	Details
TESTER, TIMOTHY		47 TLCG	View	Details
TESTER, TOMMY		47 TLCG	View	Details
TESTER, TONI		48 TLCS	View	Details
TESTER, TRACY		47 TLCG	View	Details
TESTERMAN, TRAVIS		705 SWMHI	View	Details
TESTERMAN, TYLER		767 DOCC	View	Details

Navigating search results

Select the eye icon under the *Details* column heading next to the record you wish to view.

Person Search

	Screens	Description
1	Details	Detailed view of specific person record.

Person Details

→

Go Back

Click to return to previous screen

Welcome, COV/rmv84379I

Separated Person Details

Soc-Sec-Num:	View	Address1:	1170 WELL WATER RD	
Employee Id:	711-84-30	Address2:		
Last Name:	TEST	City:	SCOTTSVILLE	
First Name:	TEST	State:	VA	Phone: 0
Middle Name:		ZIP:	24590	
Mid/Sec/Suffix:	--	Country:	US United States	
Sex/Race/Title:	F - U - MS	Locality:	003 Albemarle	
Alien/Nation:	C-US	Veterans/NG/MS:	N - U - N	Birth Date: 08/15/1956
Prior Service:	000	LEAVE BALANCE DATA		
State Begin Date:	0	Hours	Amount	
State Sep Date:	0	Sick Leave:	0.00	0.00
Last Anniv Num:	00	Comp Leave:	0.00	0.00
Next Lv Ann Date:	0	Annual Leave:	0.00	0.00
WTA/IP Code:	00	WTA/IP Date:	0	Card Alt Lv Plan:
Education Code:	00 N/A	Degree Inst Code:	0	Higher Ed/Fac ORP: 0 - N
Claim:		VSDP:	N	VSDP Effv: 0
Disable:		VSDP Months:	0	As of 0
VRS Plan:	OLD XXX	Wage3/none	BES History	PMIS/none

Wage Employee

The Wage Employee section enables you to view the wage history records of current and former hourly/non-salaried employees. This provides insights into their past wage-related information.

Search fields

Choose one way to search for person/separated person

1. Last Name + First Name
2. Employee ID (*integer only-- no leading zeroes*)
3. SSN

Press *enter* on keyboard or click *Search* to submit

Wage3 Employee

Name	Empld	SSN	History
No Data Found			

NOTE: If you do a broad search for a name, you may get multiple person records to select from.

Phoenix

Welcome, COV\rmv84379!

←

Benefits

Employee

Pay History

Position

Role

Separated Person

Wage Employee

Written Notice

Support

Wage3 Employee

Name	Empld	SSN	History
TESTERMAN, TAMARA D		<input type="button" value="View"/>	<input type="button" value="History"/>
TESTERMAN, TRAVIS C		<input type="button" value="View"/>	<input type="button" value="History"/>
TESTERMAN, TYLER W		<input type="button" value="View"/>	<input type="button" value="History"/> 1

dhrm

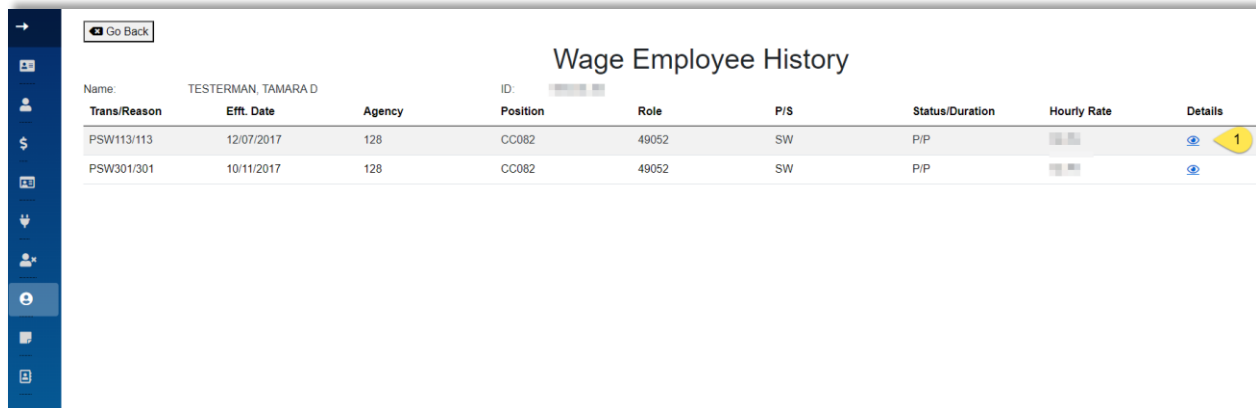
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Navigating search results

Select the eye icon under the *History* column heading next to the wage person record you wish to view.

	Screens	Description
1	History	History scroll for hourly/non-salaried employees.

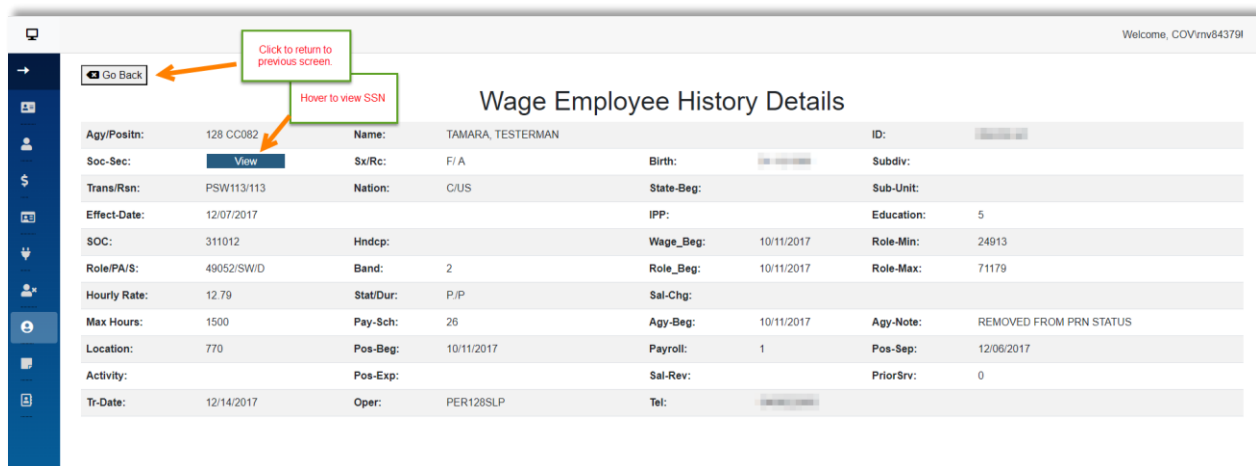
Wage History Summary



The screenshot shows the 'Wage Employee History' summary page. At the top, there is a 'Go Back' button. Below it, the title 'Wage Employee History' is centered. The page displays employee information: Name: TESTERMAN, TAMARA D, ID: [redacted]. A table lists two records with columns: Trans/Reason, Eff. Date, Agency, Position, Role, P/S, Status/Duration, Hourly Rate, and Details. The first record is for PSW113/113 on 12/07/2017 at agency 128, position CC082, role 49052, P/S SW, Status/Duration P/P, and Hourly Rate [redacted]. The second record is for PSW301/301 on 10/11/2017 at agency 128, position CC082, role 49052, P/S SW, Status/Duration P/P, and Hourly Rate [redacted]. An eye icon in the Details column of the first record is highlighted with a yellow circle and the number 1.

Trans/Reason	Eff. Date	Agency	Position	Role	P/S	Status/Duration	Hourly Rate	Details
PSW113/113	12/07/2017	128	CC082	49052	SW	P/P	[redacted]	[eye icon]
PSW301/301	10/11/2017	128	CC082	49052	SW	P/P	[redacted]	[eye icon]

Select eye icon under *Details* column on record, to see detailed view.



The screenshot shows the 'Wage Employee History Details' page. At the top right, it says 'Welcome, COVrmv84379I'. Below the title, there is a 'Go Back' button. The page displays detailed employee information in a grid format. Annotations include: 'Click to return to previous screen.' pointing to the 'Go Back' button, and 'Hover to view SSN' pointing to the 'View' button next to the 'Soc-Sec' field. The details include: Agy/Positn: 128 CC082, Name: TAMARA, TESTERMAN, ID: [redacted], Soc-Sec: [redacted] (with a 'View' button), Sx/Rc: F/A, Birth: [redacted], Subdiv: [redacted], Trans/Ran: PSW113/113, Nation: C/US, State-Beg: [redacted], Sub-Unit: [redacted], Effect-Date: 12/07/2017, IPP: [redacted], Education: 5, SOC: 311012, Hndcp: [redacted], Wage_Beg: 10/11/2017, Role-Min: 24913, Role/PA/S: 49052/SW/D, Band: 2, Role_Beg: 10/11/2017, Role-Max: 71179, Hourly Rate: 12.79, Stat/Dur: P/P, Sal-Chg: [redacted], Max Hours: 1500, Pay-Sch: 26, Agy-Beg: 10/11/2017, Agy-Note: REMOVED FROM PRN STATUS, Location: 770, Pos-Beg: 10/11/2017, Payroll: 1, Pos-Sep: 12/06/2017, Activity: [redacted], Pos-Exp: [redacted], Sal-Rev: [redacted], PriorSrv: 0, Tr-Date: 12/14/2017, Oper: PER128SLP, Tel: [redacted].

Agy/Positn: 128 CC082		Name: TAMARA, TESTERMAN		ID: [redacted]	
Soc-Sec: [redacted]	View	Sx/Rc: F/A	Birth: [redacted]	Subdiv: [redacted]	
Trans/Ran: PSW113/113	Nation: C/US	State-Beg: [redacted]	Sub-Unit: [redacted]		
Effect-Date: 12/07/2017	IPP: [redacted]	Education: 5			
SOC: 311012	Hndcp: [redacted]	Wage_Beg: 10/11/2017	Role-Min: 24913		
Role/PA/S: 49052/SW/D	Band: 2	Role_Beg: 10/11/2017	Role-Max: 71179		
Hourly Rate: 12.79	Stat/Dur: P/P	Sal-Chg: [redacted]			
Max Hours: 1500	Pay-Sch: 26	Agy-Beg: 10/11/2017	Agy-Note: REMOVED FROM PRN STATUS		
Location: 770	Pos-Beg: 10/11/2017	Payroll: 1	Pos-Sep: 12/06/2017		
Activity: [redacted]	Pos-Exp: [redacted]	Sal-Rev: [redacted]	PriorSrv: 0		
Tr-Date: 12/14/2017	Oper: PER128SLP	Tel: [redacted]			

Written Notice

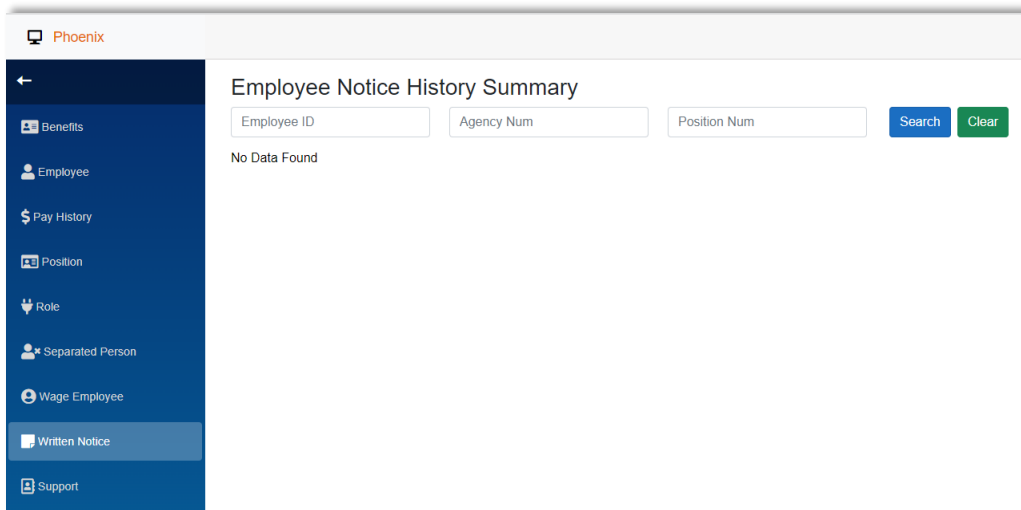
The Written Notice section allows you to access written notices and other historical disciplinary actions associated with the issuance of written notices. You can review relevant details regarding disciplinary actions. Only authorized users will be able to view this information.

Search fields

Choose one way to search for employee

1. Employee ID (*integer only-- no leading zeroes*)
2. Agency Num + Position Num

Press *enter* on keyboard or click *Search* to submit



Navigating search results

Select the eye icon under the *Details* column heading next to the record you wish to view.

	Screens	Description
1	Details	Written notice history record details for employee.

Written Notice History Summary

EmpId	Status	Level	Agency	Position	Num	Reason	Effect	Offense	Inactive	Trans Description	Details
1234560	Changed	2	794		1459	290	01/09/2006	01/06/2006	01/08/2009	Written Notice Create/Change	
	Inactive	2	794		1459	141	01/09/2006	01/06/2006	01/08/2009	Removed Violation / Conduct	
	Active	1	794		1454	290	12/14/2005	12/07/2005	12/13/2007	Written Notice Create/Change	
	Active	1	794		1453	290	11/04/2005	10/26/2005	11/03/2007	Written Notice Create/Change	
	Active	1	794		1452	290	07/08/2005	06/27/2005	07/07/2007	Written Notice Create/Change	

Select eye icon under *Details* column on record, to see detailed view.

Welcome, COV/rnv84379

Go Back Click to return to previous screen.

Employee Written Notice Details

Hover to view SSN [View](#)

ID:		Name:		SSN:		Ed:		Trans:	PSE290/290
LOC:	53	Level:	11	Act/Hpc:	069/	U:		Partition:	
Alt/Nat:	C/US	OTE:	2	Flag:	0	Prior Off:	0 =	Agy Beg:	11/10/2003
Notice:	1452			Offenses:	1. 01-Attendance/Excess Tard				
Off-Lvl:	1				2.				
Effectv:	07/08/2005				3.				
Offense:	06/27/2005				4.				
Issuance:	07/08/2005								
Inactive:	07/07/2007			Other					
				Offense					
				Descriptn:					
Agency:		Positn:							
Subdiv:				Suspension:		Ret:		Days:	0
Role:	19013	Last Action:	0	Effect:		VaDOC:			
SOC:	439199	Chg Rsn:	0	Salary:	25000.00	Decision:	0		
Old Sal:	0.00	New Sal:	0.00	Sus Sal:	0.00	Sus Tm:			
Rescind:	0	Reinstate:	0	Reduce:	0	Incorrect:			
EEO:	E	Agy Note:	none	Status:	Inactive	Entry:	1/11/2006 PER794RMD		

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Conclusion

This user guide has provided an overview of the screens and navigation within the Historical Data application of the Virginia Department of Human Resource Management's Phoenix system. By following this guide, users can effectively access and manage various historical records related to employees, benefits, pay history, positions, roles, personal data, wage employees, and written notices. Remember to adhere to all relevant policies, procedures, and legal requirements when using the Phoenix application.