

State of Wisconsin Department of Administration

State Employee Roster Query

Purpose

This job aid demonstrates how to search for an employee and their history with the State of Wisconsin using the Roster Query in PeopleSoft HCM.

Contents

ning the Query2

Running the Query

Begin by navigating to the State Employee Roster Query.

Workforce Administrator Home Page > Human Resources Dashboard > Reports & Queries Tile > Roster Query

OR

NavBar > Reporting Tools > Query Viewer or Query Manager > WI_HR_PER_ROSTER_QRY

If you're using Query Viewer or Query Manager, choose to run the query in HTML

1. Enter the search criteria

- a. Last Name
- b. First Name
- c. SSN
- d. %Previous Name%

WI_HR_PER_ROSTER_QRY - Roster with Personal Data											
Last Name											
First Name											
SSN											
%Previous Name%											
View Results											

To search using either a partial Last Name or partial SSN use the % symbol

Example: To search for employees with a last name that starts with SMI enter **SMI%**.

Always use the % symbol before and after the previous last name to ensure all records are found

Previous names from the former OSER Roster will show as the former last name(s) only. Name changes that occurred within PeopleSoft will show as the entire former name including last, first and MI. This information will populate with any name change that has been made in the system.

 You can export your results from this view by clicking on the option you want to export to. This will only export the results as seen on this page – it will not export transaction records for each employee listed.

WI_HR_PER	_ROSTER_QRY - Roster	with Personal Data								
Last Na	ime SMITH									
First Na	ime DE%									
\$	ISN									
Schweizum Nam	100									
Man Dearba										
View Results										
Download resu	its in : Excel SpreadSheet CS	SV Text File XML File (9 kb)								
View All										First 1-27 of 27 Last
Row		Name	Previous Names		Company Seniority Date		\$ 8N	Gender	Ethnic Group	Disability
1	SMITH,DE			01/01/1900		Sector 12				
2	SMITH, DS			03/27/2000		THE R. LEWIS CO., LANSING MICH.		M	W	Y
3	SMITH, DE			03/27/2000		And and a second se		M	5	
4	SMITH, DS			08/01/1955		10 March 10				
5	SMITH,DE			10/31/2005		Contract of		F	В	
8	SMITH, DB			10/31/2005		C HOW NO		F	1	0
7	SMITH.DE			07/17/1980		Contraction of the local division of the loc		F	5	
8	SMITH, DE			01/01/1900		Contraction of the local distance of the loc				
9	SMITH, DE			01/01/1900		and a second second				
10	SMITH,D8			11/09/2009		and the second s		F	8	0
11	SMITH,DE			01/01/1900		and the second second				
12	SMITH, D6			01/13/1992		and the second second		F	5	0
13	SMITH, DE			01/01/1900		the state of the				
14	SMITH, DE			04/12/2021		A REAL PROPERTY.		F	W	
15	SMITH.DE			01/01/1900				F	1	
18	SMITH, DE			04/26/2021		Concession 1		F	в	
17	SMITH, DE			03/26/1990		and the second se		F	W	
18	SMITH, D6 Million			03/28/1990		Contraction of the local distribution of the		F	5	
19	SMITH,DE		SMITH,LARUSH	10/08/1990		an Paris a		F	3	
20	SMITH, Di			08/09/2020		ADM DOWN		F	W	
21	SMITH, DE			08/30/2014		the second second		8	8	
22	SMITH, D8			08/30/2014		THE PARTY OF		F	1	0
23	SMITH, DE			01/03/2011		1.0.00 100		M	8	
24	SMITH, DB			01/01/1900		and the second s				
20	SMITH, Dr			01/01/1900		at the said			-	
28	SMITH, Den			03/14/19/7		1.1.1.1.1		M	0	0
41	SMITHUE			07/00/2021				r	VV	

- 3. To export individual transaction records for a specific employee, click on their SSN here and you can export to Excel later.
- 4. A new browser window will open and include the transaction records for the specific employee. Each transaction (Reason Description) should be listed in chronological order from newest to oldest.
- 5. If an employee has many rows of transactions, they may roll over onto additional pages. To view more pages, click on the arrows next to the row numbers above the top right of the results.

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Row Employee Name	Empl Record Buelnese Unit	Department ID	Department ID Description	Comp Rate Code	Comp Rate Employee Clase	Job Code	Job Code Description	Salary Admin Plan	Salary Grade	Effective Date	Sequence Action Description	Reason Description	Term Date	Eligibility Config Field 1	FLSA Statu	.e Officer Code
SMITH,DE	0 39600	1014030300	Structures Design Unit A	NAHRLY	28.340000 PRM	25955	TRANSPORTATION SPECIALIST-ADV	14	13	01/03/2021 12:00:00AM	0 Pay Rate Change	General Wage Adjustment		30	x	N
SMITH, DE	0 39500	1014030300	Structures Design Unit A	NAHRLY	27.780000 PRM	25965	TRANSPORTATION SPECIALIST-ADV	14	13	01/06/2020 12:00:00AM	0 Pay Rate Change	General Wage Adjustment		30	X	N
SMITH,DE	0 39500	1014030300	Structures Design Unit A	NAHRLY	27.230000 PRM	25965	TRANSPORTATION SPECIALIST-ADV	14	13	06/30/2019 12:00:00AM	0 Position Change	Update Supervisor Level		30	x	N
SMITH, DE	0 39500	1014030300	Structures Design Unit A	NAHRLY	27.230000 PRM	25965	TRANSPORTATION SPECIALIST-ADV	14	13	01/06/2019 12:00:00AM	0 Pay Rate Change	General Wage Adjustment		30	x	N
SMITH,DE	0 39500	1014030300	Structures Design Unit A	NAHRLY	28.690000 PRM	25988	TRANSPORTATION SPECIALIST-ADV	14	13	08/24/2018 12:00:00AM	0 Pay Rate Change	General Wage Adjustment		30	×	N
SMITH, DE	0 39500	1014030300	Structures Design Unit A	NAHRLY	28.160000 PRM	25988	TRANSPORTATION SPECIALIST-ADV	14	13	04/01/2018 12:00:00AM	0 Position Change	Title Change		30	×	N
SMITH.DE	0 39500	1014030300	Structures Design Unit A	NAHRLY	28.160000 PRM	25988	ENG SPECIALIST-TRANSPR-ADV	14	13	03/04/2018 12:00:00AM	0 Position Change	Location Change		30	×	N
SMITH, DE	0 39500	1014030300	Structures Design Unit A	NAHRLY	28.160000 PRM	25968	ENG SPECIALIST-TRANSPR-ADV	14	13	11/28/2015 12:00:00AM	0 Data Change	Conversion		30	x	N
SMITH, DE	395	100			28.152000 01	25965	ENG SPECIALIST-TRANSPR-ADV	14	13	08/28/2015 7:00:00AM	0 PER-62	REALLOCATION		09		
0 SMITH,DE	395	100			25.160000 01	25965	ENG SPECIALIST-TRANSPR-ADV	14	13	05/28/2015 7:00:00AM	0 SAL-44	PAY PLAN INCREASE		09		
1 SMITH,DE	395	100			28.152000 01	25965	ENG SPECIALIST-TRANSPR-ADV 2	14	13	05/29/2014 7:00:00AM	0 SAL-44	PAY PLAN INCREASE		09		
2 SMITH, DE	395	100			25.893000 01	25965	ENG SPECIALIST-TRANSPR-ADV 2	14	13	03/23/2014 7:00:00AM	0 SAL-50	Discretionary Equity/Retention		09		
3 SMITH,DE	395	100			24.500000 01	25985	ENG SPECIALIST-TRANSPR-ADV 2	14	13	08/30/2013 7:00:00AM	0 SAL-99	SALARY CORRECTION		09		
4 SMITH.DE	395	100			24.257000 01	25985	ENG SPECIALIST-TRANSPR-ADV 2	14	08	04/25/2010 7:00:00AM	0 SAL-41	UNION CONTRACT INC		6		
5 SMITH.DE	395	100			23.083000 01	25985	ENG SPECIALIST-TRANSPR-ADV 2	14	28	03/15/2009 7:00:00AM	0 SAL-10	RECLASS		6		
6 SM/TH.DE	395	100			21.429000 01	25105	ENG TECHNICIAN-TRANSPR-ADV 2	08	15	10/12/2008 7:00:00AM	0 SAL-41	UNION CONTRACT INC		6		
7 SM/TH,DE	395	100			20.829000 01	25105	ENG TECHNICIAN-TRANSPR-ADV 2	08	15	07/08/2008 7:00:00AM	0 SAL-41	UNION CONTRACT INC		6		
8 SMITH, DE	395	100			20.822000 01	25105	ENG TECHNICIAN-TRANSPR-ADV 2	05	15	06/08/2008 7:00:00AM	0 SAL-41	UNION CONTRACT INC		6		
9 SMITH,DE	395	100			20.217000 01	25105	ENG TECHNICIAN-TRANSPR-ADV 2	05	15	04/01/2007 7:00:00AM	0 SAL-41	UNION CONTRACT INC		6		
0 SMITH,DE	395	100			19.772000 01	25105	ENG TECHNICIAN-TRANSPR-ADV 2	05	15	05/25/2005 7:00:00AM	0 SAL-41	UNION CONTRACT INC		6		
1 SMITH,DE	395	100			19.123000 01	25105	ENG TECHNICIAN-TRANSPR-ADV 2	05	15	05/14/2008 7:00:00AM	0 SAL-41	UNION CONTRACT INC		6		
2 SMITH, DE	395	100			17.749000 01	25105	ENG TECHNICIAN-TRANSPR-ADV 2	08	15	07/24/2005 7:00:00AM	0 SAL-41	UNION CONTRACT INC		6		
3 SMITH.DE	395	100			17,127000 01	25105	ENG TECHNICIAN-TRANSPR-ADV 2	08	15	03/20/2005 8:00:00AM	0 PER-21	REINSTATE SAME UNIT		6		
4 SMITH, DEILE	395	100			17.075000 01	25104	ENG TECHNICIAN-TRANSPR-ADV	08	14	03/19/2005 8:00:00AM	0 PER-111	REINSTATE DEPT		8		
5 SMITH,DE	395	100			17.075000 01	25104	ENG TECHNICIAN-TRANSPR-ADV	08	14	07/13/2003 7:00:00AM	0 SAL-11	REALLOCATION		6		
6 SMITH,DE	395	100			17.075000 01	25962	ENGINEERING SPEC-TRANSPR-JOURNEY	14	23	05/18/2003 7:00:00AM	0 SAL-41	UNION CONTRACT INC		6		
7 SMITH,DE	395	100			18.168000 01	25952	ENGINEERING SPEC-TRANSPR-JOURNEY	14	23	04/07/2002 8:00:00AM	0 SAL-10	RECLASS		6		
8 SMITH DE	395	100			15.202000 01	25901	ENGINEERING SPEC-TRANSPR	14	22	10/07/2001 7:00:00AM	0 SAL-41	UNION CONTRACT INC		0		
9 SMITH DE	395	100			14.237000 01	25901	ENGINEERING SPEC-TRANSPR	14	22	04/08/2001 7:00:00AM	0 SAL-41	UNION CONTRACT INC		6		
0 SMITH DE	395	100			13.273000 01	25981	ENGINEERING SPEC-TRANSPR	14	22	12/31/2000 8:00:00AM	0 SAL-41	UNION CONTRACT INC		6		
1 SMITH DE	395	100			13.141000.01	25981	ENGINEERING SPEC-TRANSPR	14	22	10/08/2000 7:00:00AM	0 SAL-41	UNION CONTRACT INC		8		
2 SMITH DE	395	100			13.050000.01	25981	ENGINEERING SPEC-TRANSPR	14	22	09/28/2000 7:00:00AM	0 SAL-01	PROBATION INCREASE		8		
3 SMITH DE	395	100			12 689000 01	25981	ENGINEERING SPEC-TRANSPR	14	22	07/02/2000 7:00:00AM	0 SAL-41	UNION CONTRACT INC		6		
4 SMITH DE	395	100			12 543000 01	25961	ENGINEERING SPECITRANSPR	14	22	05/21/2000 7:00:00AM	0 541-41	UNION CONTRACT INC		6		
5 SMITH DE	395	100			12 418000 01	25961	ENGINEERING SPECITRANSPR	14	22	03/27/2000 8:00:00AM	0 PER-10	ORIGINAL PERMANENT		0		
A SMITH DO	0 20500	1014020200	Structures Design Link A	NALIDIV	28 140000 PPM	25055	ENG SPECIALIST TRANSPRATM	14	12	02/27/2000 12:00:00AM	0 Him	Conversion		30	×	M

6. You can export your results from this view by clicking on the option you want to export to. This will export the results as seen on this page – it will export transaction records for the specific employee listed. Typically, you will want to export to Excel.

- 7. Additional Information:
 - Due to differences in fields and data between the legacy system and PeopleSoft some fields may be blank, and some field data may be different depending on when the transaction occurred. For a complete listing of current (PeopleSoft) Action Descriptions and Reason Descriptions see the <u>Action/Action Reason Job Aid</u>.
 - UW data was included in the data brought into PeopleSoft from the legacy system but will not be included in transactions from this point forward. UW employment history should always be verified with UW System.
 - Contingent Workers are not included in the query results.
 - Effective dates for any type of termination will be different between PeopleSoft rows and legacy rows. For legacy terminations, the effective date was the last day the employee was on payroll. For terminations in PeopleSoft, the effective date is the day after the employee's last day on payroll. For calculations such as reinstatement eligibility or adjustments to continuous service, one day should be subtracted from the effective date of any PeopleSoft termination