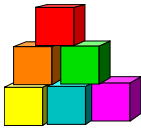


Employment Data

Chapter Topics

Employment Data.....23-3

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Employment Data

The **Employment Data** page displays a variety of dates and figures relative to the selected employee. The dates are supplied from data stored by NYSTEP. **Salary from OSC** displays current salary information. Not all fields will be complete for all individuals. The page is a View Only page and the information is provided for reference purposes only.



Access the Page

1. Click **NY Personnel Management, Incumbent Change Request, Use, Employment Data**.

The Employment Data search dialog box will display.

2. In the search dialog box, enter the SSN for the desired employee OR **Tab** down and use the **Name** or **Last Name** field. The **Name** field utilizes PeopleSoft format (Lastname,Firstname. The **Last Name** field requires all caps and converts all typing to caps). The search feature will work faster if at least the last name and first initial are keyed in the **Name** field. Press **Search**.
3. If SSN was entered, the record is displayed. If the **Name** or **Last Name** fields were used, and more than one person with same name exists, a list will display. Double click the correct record on the list to select.



Day, Sonny A SSN: 555555555 Empl Rcd #: 0

Employment Data

Classified Service Date: 06/30/1980

Paid Leave End Date:

Termination Date:

Initial State Service Date: 06/30/1980 Note: Date not adjusted for breaks in service

Salary from OSC: 62274.000000 **Pay Basis:** ANN

Most Recent Perm Date: 01/20/2000

Employment Data Page Field Descriptions

| Field | Description |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name | The employee's name. |
| SSN | The employee's Social Security Number. |
| Empl Rcd # | Employee Record Number will display as 0 unless employee is/was paid out of more than one position within the state concurrently and an Empl Rcd# other than 0 was selected. |
| <i>Employment Data</i> | |
| Classified Service Date | The date of the employee's first permanent/contingent permanent appointment to state service adjusted for breaks or will be blank. |
| Paid Leave End Date | The date the employee's paid leave expires, or will be blank. |
| Termination Date | The employee's termination date, or will be blank. |
| Initial State Service Date | The date the employee began state service. Not adjusted for breaks. |
| Salary from OSC | The employee's current salary or will be blank. |
| Pay Basis | The employee's pay basis i.e. Annual, Hourly, etc. or will be blank. |
| Most Recent Perm Date | The employee's most recent permanent date or will be blank. |