

Inquire Menu Options

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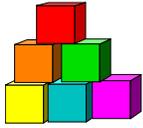
Menu Option — Inquire

The Inquire Pages: **Position Availability**, **Position Summary**, **Position/Employee Summary**, **Employee Availability**, **Employee Availability (Name)**, and **Employee History**, provide users with a quick and reliable method to view information concerning the positions and employees within their agency.

APPS History and **Deleted APPS History** can be accessed either from the Inquire drop down menu or from buttons on the **Employee History** page.

The **Job Request Log** also appears on the Inquire menu. Only individuals who process personnel transactions use this page. This page is only available under the Incumbent Change Request menu option.

These pages are view only and the information displayed cannot be changed. In this section, a sample of each page is provided along with a table describing all the fields that appear on the pages.



Position Availability

The **Position Availability** page contains the attributes of the position. It can be used to determine if an earmark has been placed against a position by either DOB, the Civil Service Commission (CSC), the Department of Civil Service (DCS) or the Agency. It can also be used to determine if a particular item requires a hiring freeze waiver before it can be filled.

As with all the Inquire Pages, this page is view only and data cannot be entered or changed. The data contained on this page reflects activities with a processed effective date on or before the current date. Postdated transactions are not displayed.

Access to **Position Availability** is limited to positions within an agency or agency group.



Access the Page

1. Click **NY Personnel Management, Incumbent Change Request, Inquire, Position Availability**.



NOTE: **Position Availability** can be accessed through either the **Incumbent Change Request** or **Encumbent Change Request** menu option.

The Position Availability search dialog page displays.

NYSTEP Home Worklist Report

Home > NY Personnel Management > Incumbent Change Request > Inquire > Position Availability

Position Availability

Find an Existing Value

Position Number:

Agency:

Line Item Number:

Title Code:

[Basic Search](#)

2. In the appropriate fields, either enter the position number of the position you are interested in, **OR** the agency code and the item number, **OR** the title code.



NOTE: If you have access to multiple agencies and want the positions with that title code in just one of your agencies, you must also enter Agency Code.

3. Press **Search**.
A List Box will display.



NOTE: If you are not sure which position you need information on NYSTEP can provide you with a list of all the valid positions for an agency. This is accomplished by using the Position Availability search dialog page, and entering the agency code only, and pressing **Search**. Your next page may notify you that your inquiry has resulted in a report that exceeds the maximum number of records NYSTEP can access. A list box will display with a listing of the first 300 valid positions for that agency. Unless you can narrow down the search criteria, you can not access additional records. Specific information on any one of the listed positions can then be obtained by clicking on the position of interest.

You can also obtain a list of all the positions in an agency with a specified title code.

In the Position Availability search dialog page enter the agency code in the **Agency** field, and in the **Title Code** field, enter the title code. Leave the other data entry fields blank and press **Search**.

A list box will display with a list of all the positions in that agency which have the specified title code.

4. Click on the desired position.
The Position Availability page displays.

NYSTEP Home Worklist Reports Help

Home > NY Personnel Management > Incumbent Change Request > Inquire > Position Availability [New Window](#)

Agency: 08000 Civil Service Line #: 15139 Pos #: 00036782

POSITION INFORMATION

Title: 1405400 Assoc Staffing Sv Rep 55: JC: 0 SG: 23 NU: 06

Pos Type: Permanent Location: 0110 Albany

Pos Estab: 02/06/1997 Pos Ends:

Rate: Fund: GEN Phi Tag: 52.6: Y CSC Exr: Frozen: Y Waiver: N Waiver Ends:

Earmarks

CC: DOB: CSC: AGY: N

There is an unprocessed sep panel for employee 888888888

INCUMBENTS View All First 1 of 1 Last

Title: 55: JC: SG: NU: FT/PT/VRHR: PT/VR %:

Appv Ends: Appt Status: Spcity:

Action/Rsn: Prob Ends:

ENCUMBENTS View All First 1 of 1 Last

Title: 55: JC: SG: NU: FT/PT/VRHR: PT/VR %:

Action/Rsn: Appt Status: Leave Begins: Leave Ends:

[Position Summary](#)

[Return to Search](#)



NOTE: If an agency has not submitted, or DCS has not processed a worklist item for a system generated separation in a position, the message “There is an unprocessed sep panel for employee” will appear on Position Availability to indicate the Position may not be vacant. Refer to the *Worklist* chapter for additional information.

Position Availability Page Field Descriptions



NOTE: All dates are Beginning of Business (BOB) unless otherwise noted as Close of Business (COB).

Field	Description
Agency	The Agency code and name where the position exists.
Line #	The Line Item number of the position.
Pos #	The Position Number.
Position Information	The area of the page that displays information on the position.
Title	The title code and title of the position.

Field	Description
55	The field will display B for 55B, C for 55C, or will be blank.
JC	The Jurisdictional Class of the position.
SG	The Salary Grade of the position.
NU	The Negotiating Unit of the position.
Pos Type	The Position Type: Permanent, Temporary, or Seasonal.
Location	The location code and geographic location of the position.
Earmarks	<p>CC= Classification & Compensation: E=Earmarked, F=fill & continue, R=remove Earmark or blank;</p> <p>DOB= Division of the Budget: C=compensation, F=fill & continue, H=hold item, O=organization, P=project, R=remove Earmark, U=unspecified, or blank;</p> <p>CSC= Civil Service Commission: E=Earmarked, F=fill & continue, R=remove Earmark or blank;</p> <p>AGY= Internal agency Use: Y= indicates an Earmark exists, N or Blank indicates no Earmark on the position.</p>
Pos Estab	The date the position was established.
Pos Ends	The date the position expires (COB). Active permanent positions will be blank.
Rate	The field will display an H for Hourly, A for Annual, S for Salary Equated, N for Not to Exceed or will be blank.
Fund	<p>The fund from which the position is paid:</p> <p>GEN=General Fund Type</p> <p>SRF=Special Revenue, Federal</p> <p>SRO=Special Revenue, Other</p> <p>ENT=Enterprise</p> <p>INT=Internal Service</p> <p>FID=Fiduciary</p> <p>CAP=Capital Service</p> <p>DBT=Debit</p> <p>USP=unspecified</p>
Phi Tag	The field will display P for a noncompetitive position designated as policy influencing or C for a noncompetitive position designated as confidential, or will be blank.

Field	Description
52.6	Y will display if the title of the position is designated as appropriate for a Section 52.6 transfer. Otherwise an N will display or will be blank.
CSC Exr	The field will display a Y if a CSC Exempt Restriction has been issued to prevent the position from being filled on a permanent basis. Otherwise an N or blank will display, and if position is vacant or filled temp, a permanent appointment can be made.
Frozen	The field will display a Y if DOB has placed a freeze on the position, or an N if not.
Waiver	The field will display an R if a restricted waiver exists, U if an unrestricted waiver exists, G if the position has a system generated waiver or an N if no waiver is in place.
Waiver Ends	If a waiver exists, the date through which the waiver has been granted (COB).
<i>Incumbents</i>	The area of the page that displays information on the person who is in the position.
(Employee Name)	The name of the person in the position.
(SSN)	The Social Security Number of the person in the position.
FT/PT/VR/HR	Full-time/Part-time/Voluntary Reduction in Work Schedule/Hourly indicator. F displays for Full-time, P for Part-time, V for VRWS, or H for Hourly.
PT/VR %	If P or V displays in the FT/PT/VR/HR field, the corresponding percent displays. If F or H, the field does not display.
Title	The Title Code and Title of the employee.
55	The field will display B for 55B, C for 55C, or will be blank.
JC	The Jurisdictional Class of the employee.
SG	The Salary Grade of the employee.
NU	The Negotiating Unit of the employee.
Appv Ends	The date through which the appointment has been approved (COB) or will be blank.
Appt Status	The Status of the employee in the position.
Spclty	If the title includes a Specialty, it is displayed.
Action/Rsn	The Action/Reason combination used to process the transaction.
Prob Ends	The date the probation is scheduled to end or blank.

Field	Description
Encumbents	The area of the page that displays information on the person that has a hold on the position.
(Employee Name)	The name of the person who has a hold on the position.
(SSN)	The Social Security Number of the person who has a hold on the position.
FT/PT/VR/HR	Full-time/Part-time/Voluntary Reduction in Work Schedule/Hourly indicator. F displays for Full-time, P for Part-time, V for VRWS, or H for Hourly.
PT/VR %	If P or V displays in the FT/PT/VR/HR field, the corresponding percent displays. If F or H, the field does not display.
Title	The Title Code and Title of the employee.
55	The field will display B for 55B, C for 55C, or will be blank.
JC	The Jurisdictional Class of the employee.
SG	The Salary Grade of the employee.
NU	The Negotiating Unit of the employee.
Action/Rsn	The Action/Reason combination used to process the transaction.
Appt Status	The Status of the employee who has a hold on the position.
Leave Begins	The date the hold/leave began.
Leave Ends	The date through which the hold/leave is approved or blank.



Position Summary

Use **Position Summary** to check on the actions which have occurred on a position, such as a location move or reclassification, or to verify that a hiring freeze exemption or waiver was actually placed on a position, and the associated effective date. As with all Inquire pages, this page is view only and data cannot be entered or changed.



Access the Page

1. Click **NY Personnel Management, Incumbent Change Request, Inquire, Position Summary**.



NOTE: **Position Summary** can be accessed through either the **Incumbent Change Request** or **Encumbent Change Request** menu option.

The Position Summary search dialog page displays.

2. In the appropriate fields, either enter the position number of the position you are interested in, **OR** the agency code and the item number, **OR** the title code.



NOTE: If you have access to multiple agencies and want the positions with that title code in just one of your agencies, you must also enter Agency Code.

3. Press **Search**.
A List Box will display.
4. Click the desired position.
The Position Summary page displays.

Position #: 00999999

Eff Dt / Seq Action Dt Reason Job # / Seq #	Agency Code / Line # / Status Agency Title Title Code	JC / SG / NU Location 55 Tag Freq / Rate	Pos Estab Pos Ends Phi Tag	% Use Pos Type CSC Exr	Frozen / Waiver / End Dt Earmarks / Dates
12/25/2003 0	50850 99999 Active	0 / 19 / 05	12/25/2003	100	Y N
12/23/2003 NEW	MH Sagamore C&Y Utilztn Rew Coord	5251 Melville	09/24/2004	Temporary	CC DOB
0304-23334 1	5517200				CSC

Position Availability

Return to Search

Position Summary | Position Fund

The page contains all of the information that is currently carried in the NYSTEP database on each position. Each action recorded against the position occupies a separate row of data, with the most recent action occupying the top row of data.

The Appendix to this manual contains a key to the Reason (*Position Reason Codes*) abbreviations used on the far left column of the **Position Summary** page as well as those codes shown on the far right column concerning earmarks.

Position Summary Page Field Descriptions



NOTE: All dates are Beginning of Business (BOB) unless otherwise noted as Close of Business (COB).

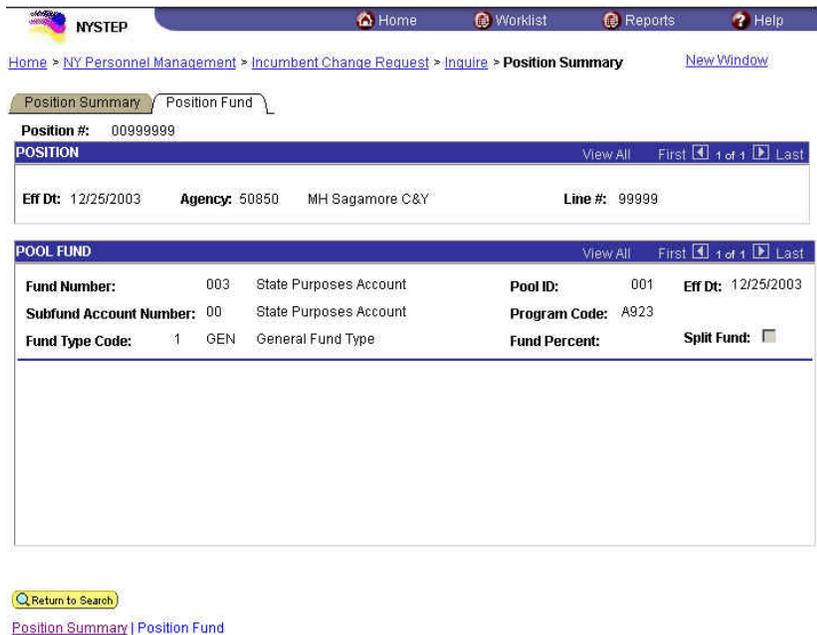
Field	Description
Position Number	Position number is established by DCS. Each position within the state has a unique position number. This number is not tied to agency code or any position attribute.

Field	Description
Column 1	
Eff Dt/Seq	Eff Dt (Effective Date) Date the transaction became effective. Seq (Sequence) Will display as 0 unless more than one transaction occurred for the position with the same effective date in which case the numbers increment.
Action Date	The date the row of data was added or updated.
Reason	Action/Reason combination used to process the transaction.
Job #/Seq #	Transaction identifier. FY prefix followed by 5-digit control number. / If multiple things are done as part of the same package, it will show as the same Control # but different sequences.
Column 2	
Agency Code / Line#/ Status	The Agency Code where the position exists. / The line item number of the position. / The status of the position (i.e. Active or Inactive).
Agency	The agency name where the position exists.
Title	The Title of the position.
Title Code	The Title Code of the position.
Column 3	
JC / SG / NU	The Jurisdictional Code/ Salary Grade/ and Negotiating Unit of the position.
Location	The Location Code and geographic location of the position.
55 Tag	The field will display B for 55B, C for 55C, or will be blank.
Freq / Rate	The field will display an H for Hourly, A for Annual, S for Salary Equated, N for Not to Exceed or will be blank. Salary Grade Equivalent or dollar amount, or will be blank.
Column 4	
Pos Estab	The date the position was established.
Pos Ends	The date the position expires (COB). Active permanent positions will be blank.

Field	Description
Phi Tag	The field will display P for a noncompetitive position designated as policy influencing or C for a noncompetitive position designated as confidential, or will be blank.
Column 5	
%Use	The budgeted percent for the position.
Pos Type	The position type: Permanent, Temporary, or Seasonal.
CSC Exr	The field will display a Y if a CSC Exempt Restriction has been issued to prevent the position from being filled on a permanent basis. Otherwise an N or blank will display, and if position is vacant or filled temp, a permanent appointment can be made.
Column 6	
Frozen/ Waiver/ End Dt	Frozen- The field will display a Y if DOB has placed a Freeze on the position, or an N if not. / Waiver - The field will display an R if a restricted waiver exists, U if an unrestricted waiver exists, G if the position has a system generated waiver or an N if no waiver is in place. / End Dt - If a waiver exists, the date through which the waiver has been granted (COB).
Earmarks/ Dates	<p>CC= Classification & Compensation: E=Earmarked, F=fill & continue, R=remove Earmark or blank;</p> <p>DOB= Division of the Budget: C=compensation, F=fill & continue, H=hold item, O=organization, P=project, R=remove Earmark, U=unspecified, or blank;</p> <p>CSC= Civil Service Commission: E=Earmarked, F=fill & continue, R=remove Earmark or blank.</p>

Position Funding

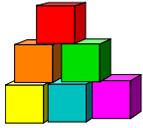
The **Position Fund** tab displays all of the information in the NYSTEP database concerning the source of funding for a position. The most recent information is found in the first row and previous funding sources are listed as separate rows in descending order. To access all funding change information, click the **View All** link and a scroll bar appears to the right of the page. The elevator button  on the scroll bar allows the User to scroll to the remaining summary items.



Position Fund Page Field Descriptions

Field	Description
Position #	The position number of the position.
Position	The area of the page that displays information on the position.
Eff Dt	The date the transaction becomes effective.
Agency	The agency code and name where the position exists.
Line #	The line item number of the position.
Pool Fund	
Fund Number	3 digit numeric code assigned by the Central Accounting System that accumulates both revenues and expenditures within a fund type.

Field	Description
Pool ID	3 digit numeric code assigned by state agencies that groups positions together to aggregate cost information for those positions.
Eff Dt	The effective date of the fund row.
Subfund Account Number	Two digit numeric code identifying the subdivision of a fund to accumulate and arrange information on certain financial transactions.
Program Code	4 digit alpha-numeric code capturing costs associated with one or more Pool IDs.
Fund Type Code	<p>Single number code that designates whether the fund used to account for the costs of a position falls within one of the 9 global types.</p> <p>1 = GEN General Fund Type 2 = SRF Special Revenue, Federal 3 = SRO Special Revenue, Other 4 = ENT Enterprise 5 = INT Internal Service 6 = FID Fiduciary 7 = CAP Capital Service 8 = DBT Debit 9 = USP unspecified</p>
Fund Percent	The amount of the costs associated with a position that will be charged to a particular fund.
Split Fund	Indicator that the costs of the position are funded by more than one funding source.



Position/Employee Summary

The **Position/Employee Summary** page displays historical information from both PER and TPM transactions specific to a position number allowing users to view changes to a position and a history of employees who incumbered and encumbered it. The data includes position history, and incumbent/encumbent information for specified action reasons. Data is current as of close of business the previous day.

A “filter” with a drop-down selection list similar to what is offered on the **Employee History** page allows the user to view All rows, OR Incumbent, Encumbent or Position data separately.

As with all Inquire pages, this page is view only and data cannot be entered or changed.



Access the Page

1. Click **Start, NY Personnel Management, Incumbent Change Request, Inquire, Position/Employee Summary**.

The Position/Employee Summary search dialog page will display.



NOTE: **Position/Employee Summary** can only be accessed through the **Incumbent Change Request** option.

The screenshot shows the NYSTEP web application interface. At the top, there is a navigation bar with the NYSTEP logo and three menu items: Home, Worklist, and Reports. Below the navigation bar, a breadcrumb trail reads: Home > NY Personnel Management > Incumbent Change Request > Inquire > Position/Employee Summary. The main content area is titled "Position/Employee Summary" and contains a section labeled "Find an Existing Value". This section includes four input fields: "Position Number:", "Agency:", "Line Item Number:", and "Title Code:". Below these fields are three buttons: "Search" (highlighted in yellow), "Clear", and "Basic Search" (a blue link).

2. In the appropriate fields, either enter the position number of the position you are interested in, **OR** the agency code and the item number, **OR** the title code.



NOTE: If you have access to multiple agencies and want the positions with that title code in just one of your agencies, you must also enter Agency Code.

3. Press **Search**.
A List Box will display.



NOTE: If you are not sure which position you need information on NYSTEP can provide you with a list of all the valid positions for an agency. This is accomplished by using the Position/Employee Summary search dialog page, and entering the agency code only, and pressing **Search**. Your next page may notify you that your inquiry has resulted in a report that exceeds the maximum number of records NYSTEP can access. A list box will display with a listing of the first 300 valid positions for that agency. Unless you can narrow down the search criteria, you can not access additional records. Specific information on any one of the listed positions can then be obtained by clicking on the position of interest.

You can also obtain a list of all the positions in an agency with a specified title code.

In the Position/Employee Summary search dialog page enter the agency code in the **Agency** field, and in the **Title Code** field, enter the title code. Leave the other data entry fields blank and press **Search**.

A list box will display with a list of all the positions in that agency which have the specified title code.

4. Click on the desired position.
The Position/Employee Summary page will display.

Position #: 00999999

View All First 1-2 of 2 Last

Eff Dt / Seq Action Dt	SSN	Empl Name	JC SG NU	EE/Pos Stat FT PT / % Pos / EE End	Status Apprt Lvl	Agency Line # Loc	Title Code Title 55 Tag / CSC Exr	Frozen / Waiver/End Dt Earmarks
01/29/2004 0			0	Active	Perm	50850	5517200	
01/29/2004	Incumbent		19	F 100	N	99999	Utiliztn Rew Coord	
HIR OCM	333669999		05	09/24/2004		5251		
		Info Position						
12/25/2003 0			0			50850	5517200	Y N
12/23/2003	Position		19	100		99999	Utiliztn Rew Coord	
POS NEW			05	09/24/2004		5251		CC: DOB: CSC: AGY: N

Return to Search



NOTE: If the position/employee summary takes more than one page to display, click the View All link and a scroll bar appears to the right of the page. The elevator button  on the scroll bar allows the User to scroll to the remaining summary items.



NOTE: If the row is an employee row the action reason definitions can be found in the *Action Codes, Transaction Group Codes and Reason Codes* chapter. If the row is a position row, the action reason definitions can be found in the Position Reason Code chart in the Appendix.

Position/Employee Summary Page Field Descriptions



NOTE: All dates are Beginning of Business (BOB) unless otherwise noted as Close of Business (COB).

Field	Description
Position Number	Position number is established by DCS. Each position within the state has a unique position number. This number is not tied to agency code or any position attribute.
Column 1	

Field	Description
Eff Dt/Seq	Eff Dt (Effective Date) Date the transaction became effective. Seq (Sequence) Will display as 0 unless more than one transaction occurred for the employee with the same effective date in which case the numbers increment.
Action Dt	The date the row of data was added or updated.
Action/Rsn	Action/Reason combination used to process the transaction.
Column 2	
Source (View Options/Filter)	Source indicates where the data for the row comes from. The drop down list is used to select a View option to restrict or filter the available data. Views include: All - All transactions Encumbent - Encumbent transactions only Incumbent - Incumbent transactions only Position - TPM/DOB position transactions only
SSN	Employee Social Security Number
Empl Name	Employee Name
Column 3	
JC	Jurisdictional Class of the position or employee.
SG	Salary Grade of the position or employee.
NU	Negotiating Unit of the position or employee.
Column 4	

Field	Description
EE/Pos Stat	<p>A NYSTEP/PeopleSoft feature indicating the status of the employee/position:</p> <p>EE St-indicates whether the employee is:</p> <p>Active</p> <p>Inactive</p> <p>Leave W/Py -Paid Leave of Absence</p> <p>Retired</p> <p>Separated</p> <p>Terminated</p> <p>Deceased</p> <p>POS St-indicates whether the position is:</p> <p>Active</p> <p>Inactive</p>
FT PT/%	<p>If attached to an employee transaction, Full-time, Part-time, VRWS, Hourly indicator. If attached to a position transaction, will be blank.</p> <p>EE %- The % the employee is filling the position.</p> <p>Position %- The budgeted percent for the position.</p>
Pos/EE End	<p>If it's an Employee End Date, it's the date through which the employee's appointment has been approved (COB). If it's a Position End Date, it's the date the position expires (COB).</p>
Column 5	
Status	Appointment Status of employee in the item.
Appt Lvl	Appointment Level Change. If the position was filled at a title other than budgeted and a salary grade lower than the budgeted level a "Y" will display. Otherwise an "N" will display.
Column 6	
Agency	Agency in which the position is/was located.
Line #	Line Item number of the position as of the effective date.
Loc	Geographic location code of the position as of the effective date.
Column 7	

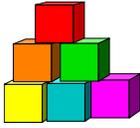
Field	Description
Title Code	If it is a position record, it is the Title Code of the position as of the effective date. If it is an Incumbent or Encumbent record, it is the Title Code of the employee.
Title	If it is a position record, it is the Title of the position as of the effective date. If it is an Incumbent or Encumbent record, it is the Title of the employee.
55 Tag/CSC Exr	The field will display “ B ” for 55B, “ C ” for 55C, or be blank. CSC EXR- The field will display a Y if a CSC Exempt Restriction has been issued to prevent the position from being filled on a permanent basis. Otherwise an N or blank will display, and if position is vacant or filled temp, a permanent appointment can be made.
Column 8	
Frozen/Waiver/End dt	Frozen (Freeze Flag) Y indicates DOB has placed a freeze on the position. N indicates no freeze. Wavr (Freeze Waiver) R indicates a restricted waiver; U indicates an unrestricted waiver; G indicates a generated waiver. The field will display an N if no waiver is in place. Enddt (Waiver End Date) If a waiver exists, the date through which the waiver has been granted (COB).
Earmarks	CC= Classification & Compensation: E=Earmarked, F=fill & continue, R=remove Earmark or blank; DOB= Division of the Budget: C=compensation, F=fill & continue, H=hold item, O=organization, P=project, R=remove Earmark, U=unspecified, or blank; CSC= Civil Service Commission, E=Earmarked, F=fill & continue, R=remove Earmark or blank; AGY= Internal agency Use: Y= indicates an Earmark exists, N or Blank indicates no Earmark on the position.



NOTE: This Inquire page does not track every data change to a position or an employee. Therefore, a row may display that shows no changes to the data from the data on the previous row. For example, Phi Tag is not displayed on this page. If a Phi Tag is changed on the position, the transaction would result in a POS row but that row would not appear in the Position/Employee Summary. In this case you would need to go to the **Position Summary** page to see what POS action took place.

In addition, this Inquiry page does not display every PER transaction for

an employee. For example, this page will not display an extend leave transaction. It will display the original leave transaction and the remove hold transaction. Based on these two transactions, the user can calculate the dates the employee was on leave from this position. To view any leave extensions, go to the **Employee History** page.



Employee Availability

The **Employee Availability** page is view only and data cannot be entered or changed through this page. Two options are available to access the page. The Employee Availability option provides access to employees statewide provided the user enters the complete SSN for the requested employee. The **Employee Availability (Name)** option provides access only to employees within the user’s agency; however the user may search for an employee using his or her name. For information on accessing the page using **Employee Availability (Name)** see next section.



Access the Page

1. Click **NY Personnel Management, Incumbent Change Request, Inquire, Employee Availability**.



NOTE: **Employee Availability** can be accessed through either the **Incumbent Change Request** or the **Encumbent Change Request** option.

The Employee Availability search dialog page will display.

2. In the **SSN** field, enter the employee’s social security number. Press **Search**.



NOTE: If an employee is incumbering more than one position concurrently, they will have more than one Empl Rcd Nbr. If an Empl Rcd Nbr is not entered, and the employee has multiple records, a list will display for one to be selected. 0 is the first employee record, and the records are sequentially numbered thereafter.

The Employee Availability page will display.

NYSTEP Home Worklist Reports Help

Home > NY Personnel Management > Incumbent Change Request > Inquire > Employee Availability [New Window](#)

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

EMPLOYEE INFORMATION			
Classified Service: 06/30/1980	Veteran Status: Non Vet	Exempt Vol Firefighter: N	Retiree Indicator:

INCUMBERING			
Agency: 08000 Civil Service	Line #: 07013	Pos #: 00350680	Appt Lvl Chg: N
Title: 2867100 Prj Assnt	55: JC: 0	SG: NS	NU: 06
Location: 0110 Albany	Fund: GEN	Phi Tag:	Position Availability
Action/Rsn: IAG PROJECT	Appv Ends: 03/01/2004	Appt Status: T	Spclty:
Prob Ends:	Traineeship Ends:	FT/PT/MR/HR: F	Pd Lv Ends:

INCUMBERING			
Agency: 08000 Civil Service	Line #: 15139	Pos #: 00036782	Appt Lvl Chg: N
Title: 1405400 Assoc Staffing Sv Rep	55: JC: 0	SG: 23	NU: 06
Location: 0110 Albany	Appt Status: P	Spclty:	Position Availability
Action/Rsn: HLD CHG HOLD	FT/PT/MR/HR: F	Leave Begins: 01/20/2000	Leave Ends:

[Employee History](#)

[Return to Search](#)

Employee Availability Page Field Descriptions



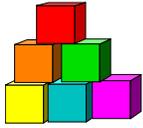
NOTE: All dates are Beginning of Business (BOB) unless otherwise noted as Close of Business (COB).

Field	Description
Employee Information	The area of the page that displays personal information on the person in the position.
(Employee Name)	The name of the person in the position.
SSN	The Social Security Number of the person in the position.

Field	Description
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.
Classified Service	Classified Service date.
Veteran Status	Field displays one of the following: N (Non-Veteran); V (Veteran); D (Disabled Veteran); S (Spouse of 100% Disabled Veteran).
Exempt Vol Firefighter	Exempt Volunteer Firefighter. Y= Yes, N= No, blank= no information.
Retiree Indicator	If the employee is working under Section 212, 212 displays; if the employee is working under Section 211, 211 displays and an additional field (211 Expires) displays the expiration date.
<i>Incumbering</i>	The area of the page that displays information on a position that the employee is in. The employee is being paid from the item; they could be working in the item or on a paid leave from the item.
Agency	The agency code and name where the employee works.
Line #	The line item number of the employee.
Pos #	The position number of the employee.
Appt Lvl Chg	(Appointment Level Change) If the position was filled at a title other than budgeted and a salary grade lower than the budgeted level a “Y” will display. Otherwise an “N” will display.
Title	The title code and title of the employee.
55	The field will display B for 55B, C for 55C, or will be blank.
JC	The Jurisdictional Class of the employee.
SG	The Salary Grade of the employee.
NU	The Negotiating Unit of the employee.
Location	The location code geographic location of the position.
Fund	Fund from which the position is paid.
Phi Tag	The field will display P for a noncompetitive position designated as policy influencing or C for a noncompetitive position designated as confidential, or will be blank.
Action/Rsn	The Action/Reason combination used to process the transaction.
Appv Ends	The date through which the appointment has been approved (COB) or blank.
Appt Status	The Status of the employee in the position.

Field	Description
Spclty	If the title includes a Specialty, it is displayed.
Prob Ends	The date the probation is scheduled to end or blank.
Traineeship Ends	The date the traineeship is scheduled to end or blank.
FT/PT/VR/HR	Full-time/Part-time/Voluntary Reduction in Work Schedule/Hourly indicator. F displays for Full-time, P for Part-time, V for VRWS, or H for Hourly.
PT/VR%	If P or V displays in the FT/PT/VR/HR field, the corresponding percent displays. If F or H, the field does not display.
Pd Lv Ends	The date the paid leave ends.
<i>Encumbering</i>	The area of the page that displays information on the person's hold(s). The employee is not being paid from the item. They are holding the item while on a leave of absence such as child care leave (LOA CCL) or are separated from the item while Incumbering a different item (i.e. SEP PBL- employee receives a promotion and holds their previous item while serving probation in the new item).
Agency	The agency code and name.
Line #	The line item number of the employee's hold.
Pos #	The position number of the employee's hold.
Appt Lvl Chg	(Appointment Level Change) If the position was filled at a title other than the budgeted and a salary grade lower than the budgeted level a "Y" will display. Otherwise an "N" will display.
Title	The title code and title of the employee's hold.
55	The field will display B for 55B, C for 55C, or will be blank.
JC	The Jurisdictional Class of the employee's hold.
SG	The Salary Grade of the employee's hold.
NU	The Negotiating Unit of the employee's hold.
Location	The location code and geographic location of the position.
Appt Status	The status of the employee in the encumbered item.
Spclty	If the title contains a specialty, it is displayed.
Action/Rsn	The Action/Reason combination used to process the transaction.
FT/PT/VR/HR	Full-time/Part-time/Voluntary Reduction in Work Schedule/Hourly indicator. F displays for Full-time, P for Part-time, V for VRWS, or H for Hourly.

Field	Description
PT/VR%	If P or V displays in the FT/PT/VR/HR field, the corresponding percent displays. If F or H, the field does not display.
Leave Begins	The date the hold/leave began.
Leave Ends	The date through which the hold/leave is approved or blank.



Employee Availability (Name)

The **Employee Availability** page is view only and data cannot be entered or changed through this page. Two options are available to access the page. **The Employee Availability (Name)** option provides access only to employees within the user's agency; however the user may search for an employee using his or her name. The **Employee Availability** option provides access to employees statewide provided the user enters the complete SSN for the requested employee. For information on accessing the page using **Employee Availability** and for a complete description of the fields displayed on the page, see previous section.



Access the Page

1. Click **NY Personnel Management, Incumbent Change Request, Inquire, Employee Availability (Name)**.



NOTE: **Employee Availability (Name)** can be accessed through either the **Incumbent Change Request** or the **Encumbent Change Request** option.

The Employee Availability (Name) search dialog page displays.

There are three options for using the search dialog page above. Select one option:

2. In the **SSN** field, enter the employee’s social security number and press **Search**.
3. In the **Name** field, enter the employee’s name (Lastname,Firstname), and press **Search**. A list will display with only the names of employees within the user’s agency or agency group. Select the desired employee and click.
4. In the **Last Name** field, enter the employee’s last name and press **Search**. A list will display with only the names of employees within the user’s agency or agency group. Select the desired employee and double click.

The Employee Availability page displays.



NOTE: If the last name is only partially known, in either the **Name** or **Last Name** field enter as much of the last name as possible to target the search and press **Search**. A list of valid values will display ALL names matching the criteria. Highlight and double click the desired employee.

NYSTEP Home Worklist Reports Help

Home > NY Personnel Management > Incumbent Change Request > Inquire > Employee Availability [New Window](#)

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

EMPLOYEE INFORMATION			
Classified Service: 06/30/1980	Veteran Status: Non Vet	Exempt Vol Firefighter: N	Retiree Indicator:

INCUMBERING				View All	First	1 of 1	Last
Agency: 08000 Civil Service	Line #: 07013	Pos #: 00350680	Appt Lvl Chg: N				
Title: 2867100 Prj Assnt	55: JC: 0	SG: NS	NU: 06	Position Availability			
Location: 0110 Albany	Fund: GEN	Phi Tag:					
Action/Rsn: IAG PROJECT	Appv Ends: 03/01/2004	Appt Status: T	Spclty:				
Prob Ends:	Traineeship Ends:	FT/PT/RR/HR: F	Pd Lv Ends:				

ENCUMBERING				View All	First	1 of 1	Last
Agency: 08000 Civil Service	Line #: 15139	Pos #: 00036782	Appt Lvl Chg: N				
Title: 1405400 Assoc Staffing Sv Rep	55: JC: 0	SG: 23	NU: 06	Position Availability			
Location: 0110 Albany	Appt Status: P	Spclty:					
Action/Rsn: HLD CHG HOLD	FT/PT/RR/HR: F	Leave Begins: 01/20/2000	Leave Ends:				

[Employee History](#)

[Return to Search](#)

Employee Availability Page Field Descriptions

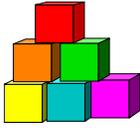


NOTE: All dates are Beginning of Business (BOB) unless otherwise noted as Close of Business (COB).

Field	Description
Employee Information	The area of the page that displays personal information on the person in the position.
(Employee Name)	The name of the person in the position.
SSN	The Social Security Number of the person in the position.
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.
Classified Service	Classified Service date.
Veteran Status	Field displays one of the following: N (Non-Veteran); V (Veteran); D (Disabled Veteran); S (Spouse of 100% Disabled Veteran).
Exempt Vol Firefighter	Exempt Volunteer Firefighter. Y= Yes, N= No, blank= no information.
Retiree Indicator	If the employee is working under Section 212, 212 displays; if the employee is working under Section 211, 211 displays and an additional field (211 Expires) displays the expiration date.
Incumbering	The area of the page that displays information on a position that the employee is in. The employee is being paid from the item; they could be working in the item or on a paid leave from the item.
Agency	The agency code and name where the employee works.
Line #	The line item number of the employee.
Pos #	The position number of the employee.
Appt Lvl Chg	(Appointment Level Change) If the position was filled at a title other than budgeted and a salary grade lower than the budgeted level a "Y" will display. Otherwise an "N" will display.
Title	The title code and title of the employee.
55	The field will display B for 55B, C for 55C, or will be blank.
JC	The Jurisdictional Class of the employee.
SG	The Salary Grade of the employee.
NU	The Negotiating Unit of the employee.
Location	The location code and geographic location of the position.
Fund	Fund from which the position is paid.

Field	Description
Phi Tag	The field will display P for a noncompetitive position designated as policy influencing or C for a noncompetitive position designated as confidential, or will be blank.
Action/Rsn	The Action/Reason combination used to process the transaction.
Appv Ends	The date through which the appointment has been approved (COB) or blank.
Appt Status	The Status of the employee in the position.
Spclty	If the title includes a Specialty, it is displayed.
Prob Ends	The date the probation is scheduled to end or blank.
Traineeship Ends	The date the traineeship is scheduled to end or blank.
FT/PT/VR/HR	Full-time/Part-time/Voluntary Reduction in Work Schedule/Hourly indicator. F displays for Full-time, P for Part-time, V for VRWS, or H for Hourly.
PT/VR%	If P or V displays in the FT/PT/VR/HR field, the corresponding percent displays. If F or H, the field does not display.
Pd Lv Ends	The date the paid leave ends.
<i>Encumbering</i>	The area of the page that displays information on the person's hold(s). The employee is not being paid from the item. They are holding the item while on a leave of absence such as child care leave (LOA CCL) or are separated from the item while Incumbering a different item (i.e. SEP PBL- employee receives a promotion and holds their previous item while serving probation in the new item).
Agency	The agency code and name.
Line #	The line item number of the employee's hold.
Pos #	The position number of the employee's hold.
Appt Lvl Chg	(Appointment Level Change) If the position was filled at a title other than the budgeted and a salary grade lower than the budgeted level a "Y" will display. Otherwise an "N" will display.
Title	The title code and title of the employee's hold.
55	The field will display B for 55B, C for 55C, or will be blank.
JC	The Jurisdictional Class of the employee's hold.
SG	The Salary Grade of the employee's hold.
NU	The Negotiating Unit of the employee's hold.
Location	The location code and geographic location of the position.

Field	Description
Appt Status	The status of the employee in the encumbered item.
Spclty	If the title contains a specialty, it is displayed.
Action/Rsn	The Action/Reason combination used to process the transaction.
FT/PT/VR/HR	Full-time/Part-time/Voluntary Reduction in Work Schedule/Hourly indicator. F displays for Full-time, P for Part-time, V for VRWS, or H for Hourly.
PT/VR%	If P or V displays in the FT/PT/VR/HR field, the corresponding percent displays. If F or H, the field does not display.
Leave Begins	The date the hold/leave began.
Leave Ends	The date through which the hold/leave is approved or blank.



Employee History

As with all the Inquire Pages, the **Employee History** page is view only and data cannot be entered or changed through this page.



Access the Page

1. Click **NY Personnel Management, Incumbent Change Request, Inquire, Employee History**.



NOTE: **Employee History** can be accessed through either the **Incumbent Change Request** or **Encumbent Change Request** menu option.

The Employee History search dialog page will display.

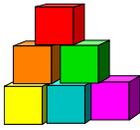
2. In the **SSN** field, enter the employee’s social security number. Press **Search**.
The Employee History page will display.



NOTE: If an employee is incumbering more than one position concurrently, they will have more than one Empl Rcd Nbr. If an Empl Rcd Nbr is not entered, and the employee has multiple records, a list will display for one to be selected. 0 is the first employee record, and the records are sequentially numbered thereafter.

Field	Description
Column 2	
Action	The Action used to process the transaction.
Reason	The Reason used to process the transaction.
List #	The List number used to make the appointment or blank.
Column 3	
(View Options/Filter)	Drop down list used to select a View option to restrict or filter the available data. Views include: Inc=Incumbent transactions only; Enc=Encumbent transactions only; Mes=Messages only; All=All transactions.
Column 4	
EE Status	<p>A NYSTEP/PeopleSoft feature indicating the status of the employee:</p> <p>EE St-indicates whether the employee is:</p> <p>Active</p> <p>Inactive</p> <p>Leave W/Py -Paid Leave of Absence</p> <p>Retired</p> <p>Separated</p> <p>Terminated</p> <p>Deceased</p>
FT/PT	Full-time/Part-time/VRWS/Hourly indicator.
PT/VR %	Percent of position filled by employee. Blank if hourly.
Column 5	
Status	Appointment Status of employee in the item.
Appt Lvl	<p>(Appointment Level Change)</p> <p>If the position was filled at a title other than the budgeted and a salary grade lower than the budgeted level a "Y" will display. Otherwise an "N" will display.</p>

Field	Description
Vet Crdt	Veterans Credits will display: N=Does not have veterans credits or veterans credits are not needed for this type of transaction, U=Veterans Credits were used, W=Veterans Credits were waived, D=Disabled Veterans Credits were used.
Column 6	
Agency	Agency in which the position is/was located.
Title	Title of the employee.
Title Code/Message	The Title Code of the position / DCS Messages to indicate special circumstances (i.e. court orders or legislative action that impacted the employee).
Column 7	
JC	The Jurisdictional Class of the employee.
SG	The Salary Grade of the employee.
NU	The Negotiating Unit of the employee.
Column 8	
Pos #	The Position number of the position.
Agy/Line #	The Agency and line item number of the position.
Action Dt	The date the row of data was added or updated.



Accessing APPS History and Deleted APPS History from the Inquire Menu

Apps History Files



NOTE: APPS was established in 1974. Employee records that exist prior to 1974 are maintained on card files in the Employment Records Section at DCS.

Limited APPS history files were converted to NYSTEP when the system originally rolled-out. All positions active in APPS on June 29, 1998, AND the corresponding incumbents and encumbents for those positions were converted. Those records are now available in NYSTEP History. Additional APPS history may be accessed from NYSTEP via either of two direct links: one on the **Inquire** menu and one from within the **Employee History** page. All current employee history information is available on the **Employee History** page.



NOTE: APPS Transaction Code definitions can be found in the Appendix.



Access the Page

1. Click **NY Personnel Management, Incumbent Change Request, Inquire, APPS History**.



NOTE: **APPS History** can be accessed through either the **Incumbent Change Request** or the **Encumbent Change Request** option.

The APPS History search dialog page displays.

Field	Description
Max Seq #	The total number of APPS history transactions on file for the employee.
Eff Dt	The Effective Date of the transaction. Appointment effective dates are BOB; Separation, Termination, Retirement, and Leave effective dates are COB.
Trans Type	Transaction code. Similar to Action Reason codes in NYSTEP.
Status	The status of the employee.
Agency	The Agency Name where the position exists.
JC	The Jurisdictional Code of the position.
Doc ID	Source document identification number for the transaction.
Seq	Sequence - the sequential numbering of the rows of data.
List #	The list number or blank.
Title/Message	The Title of the position/ DCS Messages to indicate special circumstances (i.e. court orders or legislative action that impacted the employee).
SG	The Salary Grade of the position.
Agy/Line #	The Agency Code and line item number of the position.
Action Dt	The date the row of data was added or updated.
TP	If displayed, the transaction was updated online, not through batch.
HO	If displayed, history only transaction.

Deleted Apps History Files

If a former state employee does not have an active record in APPS, their record may be contained in **Deleted APPS History**. NYSTEP provides a direct link to the information contained in this file using the **Deleted Apps History** option on the Inquire menu.

An active NYSTEP employee may have a file in **Deleted APPS History** as well. When an employee with only a Deleted APPS history file returns to state service, some time may elapse before their deleted file is returned to the main APPS history file. During that time the Deleted APPS history file can be accessed from the **Employee History** page for the employee.



NOTE: APPS Transaction Code definitions can be found in the Appendix.

Access the Page



Click **NY Personnel Management, Incumbent Change Request, Inquire, Deleted APPS History**.



NOTE: Deleted APPS History can be accessed through either the **Incumbent Change Request** or the **Incumbent Change Request** option.

The Deleted APPS History search dialog page will display.

- In the **SSN** field, enter the employee’s social security number and press **Search**. The Deleted APPS History page displays.

Eff Dt	Seq	Trans Type	List #	Status	Agency Title / Message	JC SG	Doc ID	Agy / Line #	Action Dt
03/06/1986	10	RETIRED		Sep	Civil Service Senr Persnl Stat Exmr	0 14	250060286	08000 16550	04/03/1986
03/22/1984	9	LINE CHG S			Civil Service Senr Persnl Stat Exmr	0 14	262221984	08000 16550	04/05/1984
03/07/1984	8	CHANGE N			Civil Service Senr Persnl Stat Exmr	0 14	245559884	08000 17050	03/22/1984

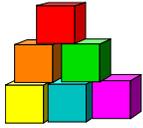
[Return to Search](#)

Deleted APPS History Page Field Descriptions



NOTE: History may not be in effective date order.

Field	Description
(Name)	The employee's name.
SSN	The employee's Social Security Number.
Max Seq #	The total number of APPS history transactions on file for the employee.
Eff Dt	The Effective Date of the transaction. Appointment effective dates are BOB; Separation, Termination, Retirement, and Leave effective dates are COB.
Trans Type	Transaction code. Similar to Action Reason codes in NYSTEP.
Status	The status of the employee.
Agency	The Agency Name where the position exists.
JC	The Jurisdictional Code of the position.
Doc ID	Source document identification number for the transaction.
Seq	Sequence - the sequential numbering of the rows of data.
List #	The List number or blank.
Title/Message	The Title of the position/ DCS Messages to indicate special circumstances, i.e. court orders or legislative action that impacted the employee.
SG	The Salary Grade of the position.
Agy/Line #	The agency code and line item number of the position.
Action Dt	The date the row of data was added or updated.
TP	If displayed, the transaction was updated online, not through batch.
HO	If displayed, history only transaction.



Using the Job Request Log

The **Job Request Log** provides a snapshot of data from each transaction as it was submitted originally by the agency to DCS. This page is view only and the data does not change as the transaction progresses. This page is accessed by selecting the **Job Request Log** option from the **Inquire** menu, but is only available to users with permission to enter personnel transactions.



Access the Page

1. Click **NY Personnel Management, Incumbent Change Request, Inquire, Job Request Log**.



NOTE: The **Job Request Log** can be accessed only through the **Incumbent Change Request** option.

The Job Request Log search dialog page displays.

NYSTEP Home Worklist Rep

Home > NY Personnel Management > Incumbent Change Request > Inquire > Job Request Log

Job Request Log

Find an Existing Value

SSN:

Empl Rcd Nbr:

Name:

Last Name:

[Basic Search](#)

There are three options for using the search dialog page above. Select one option:

2. In the **SSN** field, enter the employee's social security number and press **Search**.
3. In the **Name** field, enter the employee's name (Lastname,Firstname), and press **Search**. A list will display with only the names of employees within the user's agency or agency group. Select the desired employee and click.

- In the **Last Name** field, enter the employee’s last name and press **Search**. A list will display with only the names of employees within the user’s agency or agency group. Select the desired employee and double click.

The Employee Availability page displays.



NOTE: If the last name is only partially known, in either the **Name** or **Last Name** field enter as much of the last name as possible to target the search and press **Search**. A list of valid values will display ALL names matching the criteria. Highlight and double click the desired employee.

The Job Request Log page will display.

NYSTEP Home Worklist Reports Help

Home > NY Personnel Management > Incumbent Change Request > Inquire > Job Request Log [New Window](#)

Sunshine,Suzy SSN: 222222222 Empl Rcd #: 0

View All First 1 of 1 Last

Action/Rsn: Hire	Open Competitive List	Eff Dt: 01/20/2004	Seq: 0
Title: 0820305	Senr Comptr Prog An	JC: 0	SG: 18 NU: 05 55
Agency: 08000	Civil Service	Pos #: 00036709	Line #: 04056 Fund: 1
Specialty:	Pos Type: P	Pos Ends:	Location: 0110 Albany
Appt Status: Perm	FT/PT/VR/HR: F	PT / VR %: 100	Rate: Shift <input type="checkbox"/> Request Dt: 01/20/2004
S 64.1C: N	R 5.8: N	Clrnc #:	Appt Lvl Clrnc #:
Eligible Type: C	List #: 5555555	Score: 90.0	Cert #: A3700
Prob Waive: N	Prob Min Ends: 07/20/2004	Traineeship Ends:	
Veterans Credit: N	Prob Ends: 01/18/2005	Appv Ends:	
	Leave Ends:	Sep Rsn:	

[Return to Search](#)

Job Request Log Page Field Descriptions



NOTE: All dates are Beginning of Business (BOB) unless otherwise noted as Close of Business (COB).

Field	Description
Name	The employee’s name.

Field	Description
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.
Action/Rsn	The Action/Reason codes used to process the transaction.
Eff Dt	Effective Date. The date the transaction takes/took effect.
Seq	Sequence will display as 0 unless more than one transaction occurred for the employee with the same effective date in which case the numbers increment.
Title	The Title Code and Title of the employee.
JC	The Jurisdictional Class of the employee.
SG	The Salary Grade of the employee.
NU	The Negotiating Unit of the employee.
55	The field will display B for 55B, C for 55C, or will be blank.
Agency	The Agency Code and name where the employee works.
Pos #	The Position Number of the employee.
Line #	The Line Item Number of the employee.
Fund	The fund from which the position is paid: 1=General Fund Type 2=Special Revenue, Federal 3=Special Revenue, Other 4=Enterprise 5=Internal Service 6=Fiduciary 7=Capital Service 8=Debit 9=unspecified
Specialty	If the title includes a specialty, it is displayed.
Pos Type	The Position Type, P (Permanent), T (Temporary), or S (Seasonal).
Pos Ends	The date the position expires or blank (COB).
Location	The Location Code and geographic location of the position.
Appt Status	The status of the employee in the position.

Field	Description
FT/PT/VR/HR	Full-time/Part-time/Voluntary Reduction in Work Schedule/Hourly indicator. F displays for Full-time, P for Part-time, V for VRWS, or H for Hourly.
PT/VR%	If P or V displays in the FT/PT/VR/HR field, the corresponding percent displays. If F displays, 100% displays; if H displays, no value displays.
Rate	The field will display an H for hourly, A for Annual, S for Salary Equated, N for Not to Exceed or will be blank.
Shift	If checked, indicates that the employee will be working other than the normal day-time hours of the agency.
Request Dt	The date the transaction was first saved. May not be the date the transaction was requested.
S 64.1C	A Y will display if the employee was appointed under the provisions of Section 64.1C. An N will display if not.
R 5.8	A Y will display if the employee was appointed under the provisions of Rule 5.8. An N will display if not.
Clrnc #	The clearance number that was obtained to fill the position or blank.
Appt Lvl Clrnc #	If the employee is being appointed to a title with a lower grade than the budgeted level for the position, and it is not a traineeship, then a clearance number for the appointment title is needed, or blank.
Eligible Type	Type of list used for the appointment: C=Certified list, E=Decentralized exam list, D=Decentralized list, M=Managed placed list or will be blank.
List #	The DCS eligible list number used for the employee's appointment or blank.
Score	The exam score that the employee received or blank.
Cert #	The certification number used for the employee's appointment or will be blank.
Prob Waive	N=No, Y=Yes
Prob Min Ends	The end date for the minimum allowable probationary period or blank.
Traineeship Ends	The date the traineeship ends or blank.
Veterans Credit	Veterans Credits will display: N=Does not have veterans credits or veterans credits are not needed for this type of transaction, U=Veterans Credits were used, W=Veterans Credits were waived, D=Disabled Veterans Credits were used.

Field	Description
Prob Ends	The end date for the maximum allowable probationary period or will be blank.
Appv Ends	The date through which the appointment has been approved (COB) or will be blank.
Leave Ends	The date the leave ends or blank.
Sep Rsn	The Separation Reason used to place the employee in a hold, or remove from item, or blank.