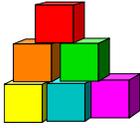


Using the Job Request Log

Chapter Topics

Using the Job Request Log24-3

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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.

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**.

- 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.
The Job Request Log page will display.

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:
Appt Status: Perm	FT/PT/MR/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.
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 <u>more</u> than one transaction occurred for the employee with the same effective date in which case the numbers increment.

Field	Description
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.
FT/PT/VR/HR	Full-time/Part-time/VRWS/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.

Field	Description
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 appointed under the provisions of Section 64.1C.
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 appointed under the provisions of Rule 5.8.
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 not needed for this type of transaction, U=Veterans Credits were used, W=Veterans Credits were waived, D=Disabled Veterans Credits were used.
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.