This job aid outlines how to run queries for summer hires.

**Navigation:** Employee Self Service > My Homepage > ePAF Homepage

**Information**

Those with HR Department, HR College/Division, and HR Campus have the ability to run these queries for employees within their security.

Note if you have Query Viewer saved as a favorite you can navigate directly there using your favorites and skip the basic navigation steps below.

**Running queries on summer hires:** To run queries on your summer hires, take the following steps.

**Basic Navigation:**
1. Click the **NavBar** (compass icon) in the top right corner of the page.
2. Click the **Classic Home** option.

**Screenshots**

[Image of Employee Self Service interface]

[Image of Query Viewer as a favorite]

April 2022
3. Once in **Classic Home** click the Main Menu drop-down button.
4. Make the following selections: **Reporting Tools > Query > Query Viewer**.
There are three queries available to monitor summer hires:

**SC_HR_PENDING_SUMMER_FORMS**
Provides key details on the Summer hire and the Summer Job Change eForms initiated for employees in the VSUM Summer job code that are pending in the workflow.

- Note: Status Change eForms initiated on summer EMPL records will not appear on this query. You will continue to monitor these forms through View ePAF as normal. College/Division and Campus have access to run which includes the status: SC_HR_GT_WORKFLOW_COLLEGE_DEPT

**SC_HR_APPROVED_SUMMER_FORMS**
Provides key job data and funding information for active summer hires.

**SC_HR_SUMMER_TOTAL_COMP**
Provides the total current year summer comp on file for your employees as well as their 33.xx% limit and their FTE base salary.

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Owner</th>
<th>Folder</th>
<th>Run to HTML</th>
<th>Run to Excel</th>
<th>Run to XML</th>
<th>Schedule</th>
<th>Definitional References</th>
<th>Add to Favorites</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC_HR_APPROVED_SUMMER_FORMS</td>
<td>Approved Summer Forms</td>
<td>Public</td>
<td></td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Lookup References</td>
<td>Favorite</td>
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<tr>
<td>SC_HR_PENDING_SUMMER_FORMS</td>
<td>Pending Summer Forms</td>
<td>Public</td>
<td></td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Lookup References</td>
<td>Favorite</td>
</tr>
<tr>
<td>SC_HR_SUMMER_TOTAL_COMP</td>
<td></td>
<td>Public</td>
<td></td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Lookup References</td>
<td>Favorite</td>
</tr>
</tbody>
</table>
Running the queries:

1. Copy/Paste the applicable query name listed above into the search field and click the Search button.

2. In the Search Results section click the HTML link to run the query in HTML. You will be able to download the results in excel a later screen.

Both queries allow you to search open ended by clicking the View Results button, or searching for a specific employee by entering their USC ID in the EMPID field before clicking View Results.
Data available in the queries:

**SC_HR_PENDING_SUMMER_FORMS**

No required search parameters. By clicking the **View Results** button, this query will automatically pull all employees within your security scope. You have the option to search for a specific employee in the EMPL ID field.

- Form ID, form type and current status
- Employee Name and the EMPL record the eForm will write to
- Supervisor information
- Effective and end-dates
- Salary
- Hours and number of days as applicable
- Form initiated date
- Last action date
No required search parameters. By clicking the **View Results** button, this query will automatically pull all employees within your security scope. You have the option to search for a specific employee in the EMPL ID field.

- Form ID, form type and current status
- Summer Instruction or Research/ECOM
- Employee Name and the EMPL record the eForm has written to
- Supervisor information
- Effective and end-dates
- Salary
- Hours and number of days as applicable
- Form initiated and approved dates
- Funding distribution % and chartstring information
SC_HR_SUMMER_TOTAL_COMP

No required search parameters. This query automatically generates without clicking the View Results button. This query pulls all employees within your security scope. You have the option to search for a specific employee in the EMPL ID field.

- EMPL ID and name
- Total summer comp for the current summer
- 33.xx% of base salary (aka earnings limitation)
- FTE base salary

<table>
<thead>
<tr>
<th>EMPL</th>
<th>Last Name</th>
<th>First Name</th>
<th>Total Summer Comp</th>
<th>40% of Base Salary</th>
<th>33% Base Pay (100% or 0.33)</th>
<th>Base Salary (FTE adjusted)</th>
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</thead>
<tbody>
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