

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.

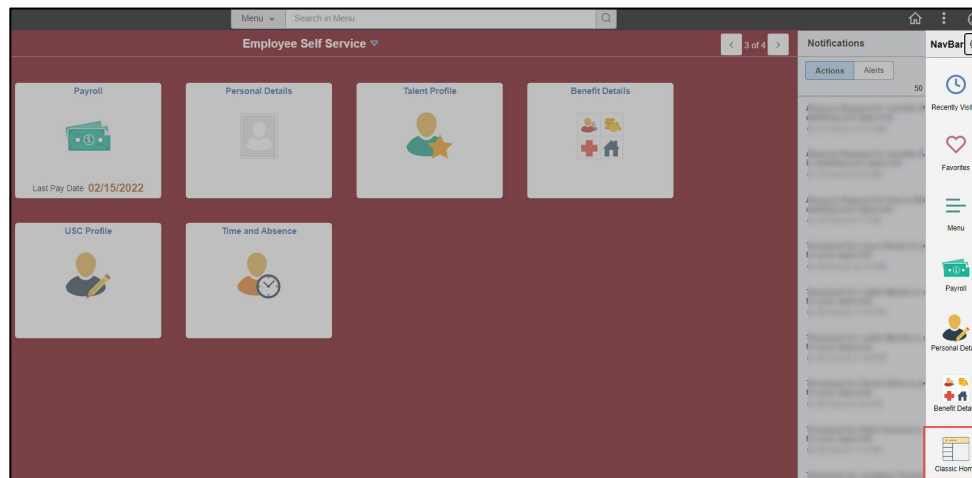
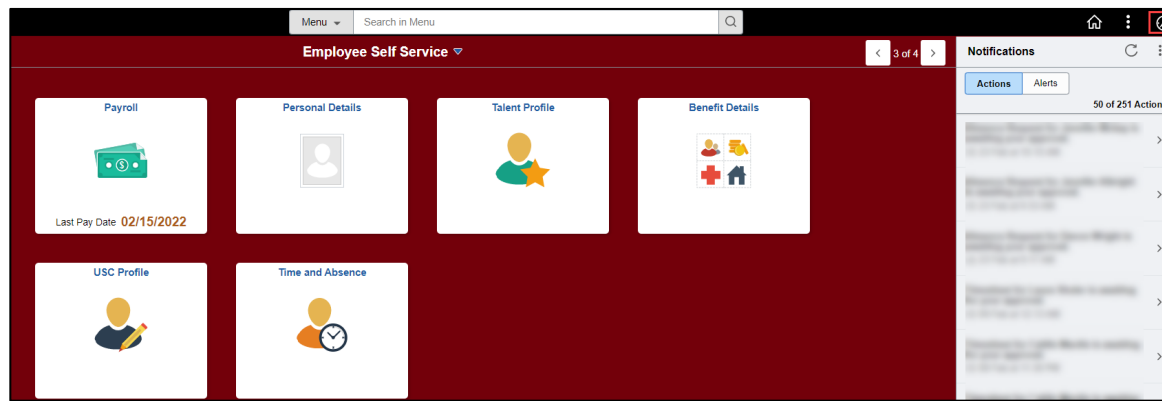
Note if you have **Query Viewer** saved as a favorite you can navigate directly there using your favorites and skip the basic navigation steps below.

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

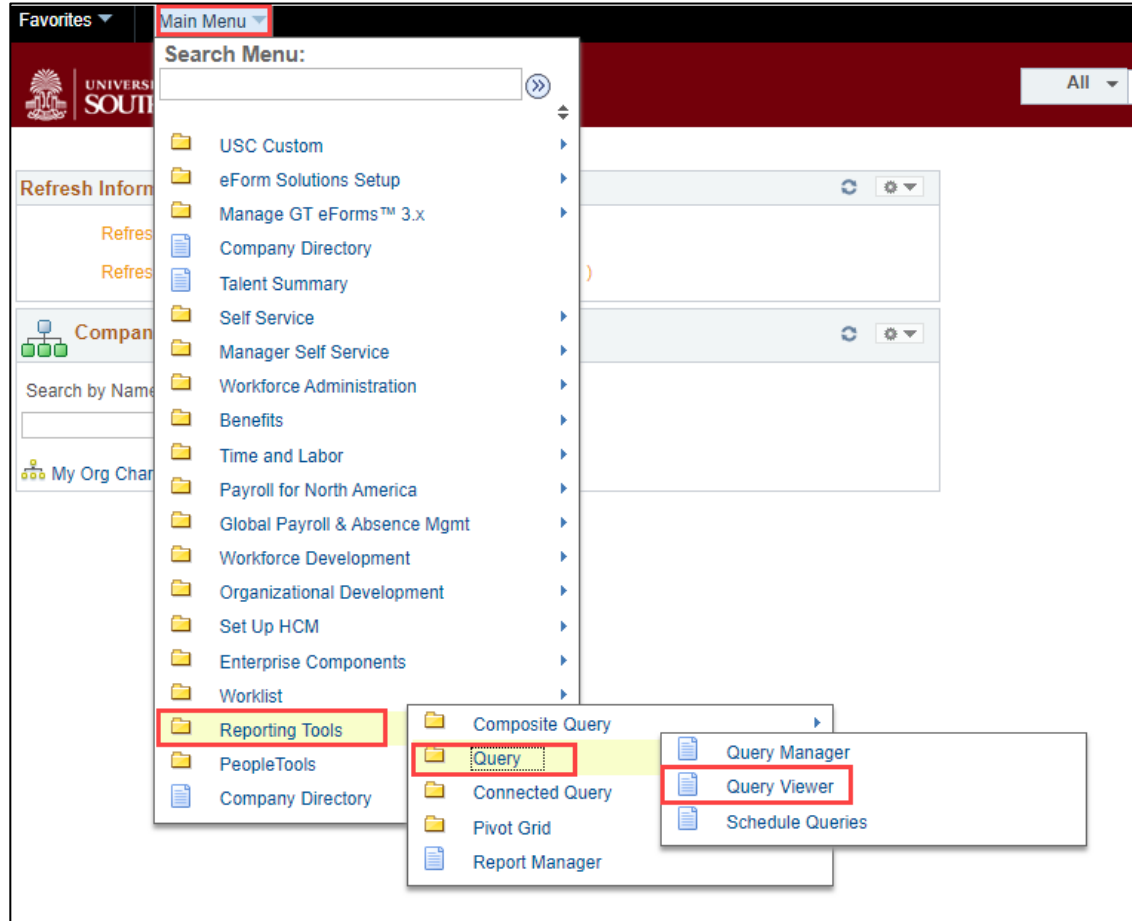
Basic Navigation:

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

Screenshots



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 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.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Query

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Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_HR_APPROVED_SUMMER_FORMS	Approved Summer Forms	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
SC_HR_PENDING_SUMMER_FORMS	Pending Summer Forms	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
SC_HR_SUMMER_TOTAL_COMP		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

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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 **EMPLID** field before clicking **View Results**.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Search](#) [Advanced Search](#)

Search Results

*Folder View

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_HR_PENDING_SUMMER_FORMS	Pending Summer Forms	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

SC_HR_PENDING_SUMMER_FORMS - Pending Summer Forms

EMPLID (optional)

[View Results](#)

Row	Form ID	Form Type	Form Status	Summer Instr or Summer Res	EMPLID	EMPL_RCD	Employee Name	DEPTID	Supervisor ID	Supervisor Name	Effective Date	Expected Job End Date	Total Salary	Summer Session Code	Course Number	Credit Hours	Std Hours	ECOM Hours per Day	# Days of Assignment	Form Initiated Date	Last Action Date	Name
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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

SC_HR_PENDING_SUMMER_FORMS - Pending Summer Forms

EMPLID (optional)

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (4 kb)

View All First 1-5 of 5 Last

Row	Form ID	Form Type	Form Status	Currently Pending Approval by	Summer Instr or Research	EMPLID	EMPL_RCD	Employee Name	Dept ID	Supervisor ID	Supervisor Name	Effective Date	Expected Job End Date	Total Salary	Summer Session Code	Course Number	Credit Hours	Std Hours	ECOM Hours per Day	# Days of Assignment	Form Initiated Date	Last Action Date
1	412030	SUMMER_HIR	Pending	HR Operations	Summer Instruction	U39237035	0		911035	A00247998		05/09/2022	08/03/2022	12000.00	10	SCI101	4.00	13.00	0.00	63.00	04/05/2022	04/05/2022
2	412031	SUMMER_HIR	Pending	Grant Approver	Summer Research	M70430138	0		925200	A01099961		05/16/2022	07/31/2022	9250.00			0.00	38.00	7.50	55.00	04/05/2022	04/05/2022
3	412032	SUMMER_HIR	Pending	Dept_Approver_2	Summer Instruction	M70430138	0		981036	A00247998		06/02/2022	07/01/2022	6155.47	ESB	HPEB101	3.00	10.00	0.00	22.00	04/05/2022	04/05/2022
4	412034	SUMMER_CHG	Pending	HR Operations	Summer Research	X04615081	3		951000	A01689788		04/16/2022	06/30/2022	18777.61				38.00	7.60	63.00	04/05/2022	04/05/2022
5	412036	SUMMER_CHG	Pending	Dept_Approver_2	Summer Instruction	S93573284	1		981035	A00215224		04/05/2022	06/17/2022	10000.00				10.00	0.00	55.00	04/05/2022	04/05/2022

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SC_HR_APPROVED_SUMMER_FORMS

No required search parameters. By clicking the **View Results** button, this query will automatically pull all employees withing 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_APPROVED_SUMMER_FORMS - Approved Summer Forms

EMPLID (optional)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

View All First 1-3 of 3 Last

Row	Form ID	Form Type	Summer Instr or Research	EMPLID	EMPL_RCD	Employee Name	Dept ID	Supervisor ID	Supervisor Name	Effective Date	Expected Job End Date	Total Salary	Summer Session Code	Course Number	Credit Hours	Std Hours	ECOM Hours per Day	# Days of Assignment	Form Initiated Date	Approval Date	Distrb %	Operating Unit	Dept ID	Fund	Acct	Class	Unit	Project	Combo Code
1	412037	SUMMER_HIR	Summer Research	P44328874	0	[REDACTED]	100301	A01984700	[REDACTED]	03/28/2022	05/30/2022	29000.00			0.00	38.00	7.50	69.00	04/05/2022	04/05/2022	100.000	CL032	111100	F1000	51300	202	USCSP	10008391	A000000005004
2	412035	SUMMER_HIR	Summer Instruction	S93573284	0	[REDACTED]	381035	A00215224	[REDACTED]	04/04/2022	05/31/2022	10000.00	Z1	XXX101	3.00	10.00	0.00	42.00	04/05/2022	04/05/2022	100.000	SA000	957822	EN600	51300	202	USCIP	80000470	A000000007918
3	412033	SUMMER_HIR	Summer Research	X04615081	0	[REDACTED]	351000	A01689788	[REDACTED]	04/05/2022	05/30/2022	12000.00			0.00	38.00	7.50	63.00	04/05/2022	04/05/2022	100.000	LA000	945514	A0001	51300	101			A000000007497

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SC_HR_SUMMER_TOTAL_COMP
No required search parameters. This query automatically generates without clicking the **View Results** button. This query pulls all employees withing 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

SC_HR_SUMMER_TOTAL_COMP

EMPLID (optional)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-6 of 6 Last

Row	EMPLID	Last Name	First Name	Total Summer Comp	40% of Base Salary	33% Base Pay (33.85 or 33.33)	Base salary (FTE position)
1	M70430138			15405.40	18204.400000	15405.473500	45511.00
2	P44328874			29000.00	53172.800000	44997.482000	132932.00
3	S93573284			10000.00	18143.200000	15353.683000	45358.00
4	U39237035			12000.00	21746.400000	18402.891000	54366.00
5	X04615081			13000.00	22189.200000	18777.610500	55473.00
6	X76671911			41400.00	48610.000000	41136.212500	121525.00