STAR 2000™

**STAR FINANCIALS GENERAL
ACCOUNTING REFERENCE GUIDE**
Human Resources Applicant Management
Volume

Preface

The *Human Resources Applicant Management Volume* of the *General Accounting Reference Guide* for STAR Financials provides hospital human resource personnel with a reference tool for using the STAR Human Resources Applicant Management system.

The functions in this book are arranged in the order in which they are accessed by the system. Use of the system is covered in the *General Information Volume* of the *STAR Financials General Accounting Reference Guide*, which contains information for all General Accounting systems.

Documentation Conventions

Documentation for McKesson's STAR 2000™ line of products follows these conventions:

Revisions
Text revisions are indicated by a change bar in the left margin. Paragraphs that contain grammatical changes that do not affect content are not marked.

Canadian Documentation
This volume may include documentation for Canadian users of this product. Complete sections of Canadian text are identified by "CN" and "CN Only."

Key Names
Named keys, such as ENTER, SHIFT, CTRL, and ALT, appear in this document in uppercase (capital) letters. Symbol keys display according to the key name, followed by the symbol on the key in parentheses, such as hyphen (-) and asterisk (*).

Key Chords
Key chords are key entries that require you to hold down one or more keys (typically, CTRL, ALT, or SHIFT) before pressing another key. In this document, key chords display as the names of each key in the chord with a hyphen (-) between each (for example, CTRL-ALT-DEL). You should press the keys in the order indicated.

ENTER
ENTER is a key on a computer keyboard used to complete an entry on a STAR system. (This key may also be referred to as NEW LINE or NL in the STAR system.)

Data Entries
Letters or words you enter in response to the system display in **boldface** letters in this document. For example: Enter **Y** for Yes or **N** for No.

Selecting an Entry
This document often instructs you to "select an entry." The method you use to select an entry depends on whether you are using STAR from a terminal or IBM-compatible personal computer. Entry methods include:

- Entering the option number
- Using your arrow keys to highlight the option and pressing ENTER
- Clicking on the option using a mouse or other pointing device (PC only)

For more information about these options, see the *General Information Volume*.

Prompts
System prompts display at the bottom of many STAR screens when the system requests an entry or displays a message. Prompts display in this document italicized and indented from the rest of the text. For example:

Enter patient name--

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Field Characteristics
STAR product documentation provides field explanation codes, in addition to a narrative description for each field on a screen. These codes display the maximum length of your entry in the field, the type of entry you make in the field, and whether the field is required. This information displays in the following format:

- DISPLAY ONLY for a field you cannot edit.

- For X-YY-Z field types, where:
  - X is the maximum number of characters permitted in the field:
    - P for a field length determined by a Parameter
    - T for a field length determined by a Table
    - U for a field having an Undefined length
  - YY is the type of entry technique permitted in the field:
    - A for Letters only
    - N for Numerals only
    - C for Characters (including punctuation)
    - AC for Letters and Punctuation only (no numbers)
    - NC for Numerals and Punctuation only (no letters)
    - AN for Numerals and Letters only (no punctuation)
  - Z is the requirement indicator of the field:
    - R if an entry is required to complete the function

      NOTE: Facilities can designate that certain fields be Required. STAR product documentation does not display R for fields designated as Required by a facility.

    - O if an entry is Optional to complete the function
    - C if an entry is Conditionally required or optional
  - For YY-Z field types, where YY is:
    - TABLE LOOKUP for a field that enables you to select from a displayed table. See the *General Information Volume* for more information regarding this entry technique.
    - SPECIAL FORMAT for a field having data entry requirements not conforming to standard format. The field definition contains the specific data entry requirements for the field.
    - DATE for a field subject to the date entry conventions described in the *General Information Volume*.
    - TIME for a field subject to the time entry conventions described in the *General Information Volume*.

    NOTE: For use of the Z position in this format, refer to the explanations for Z under X-YY-Z.

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Introduction

The STAR Financials Human Resources Applicant Management System helps employers meet defined compliance regulations, respond to class action information requests, and provides accurate, up-to-date information for measuring the effectiveness of recruitment programs.

In addition to basic applicant data, the system allows for Parameter Definition, Job Description Profiles, and Detail Position Requisitions. The Human Resources Applicant Management System also provides a data search feature to locate applicants with particular skills desired.

The Human Resources Applicant Management Volume contains the following chapters:

Chapter 1: System Overview

This chapter includes a summary of system features and benefits.

Chapter 2: Tables

This chapter explains and provides examples of the system's code tables.

Chapter 3: Parameters

This chapter explains and provides examples of the system's parameters.

Chapter 4: Job Description Master

This chapter contains information about the Job Description Master. The Job Description Master enables you to describe the qualifications and specifications of each job type or classification with a special job description code.

Chapter 5: Requisition Management

This chapter contains information about Requisition Management. Requisition Management tracks all position openings in terms of position requirements, skills necessary, disposition, recruiting costs, and the candidates for the position requisition.

Chapter 6:   Applicant Tracking

This chapter contains information about the Applicant Tracking functions, including the Applicant Master files, Applicant Revision, and Employee/Applicant Search.

Chapter 7: Applicant Management Reports

This chapter contains descriptions and examples of the Human Resources Applicant Management reports.

Chapter 8: Code Table Reports

This chapter contains descriptions and examples of the Human Resources Applicant Management Code Table reports.

Chapter 9: Retention/Purge Process

This chapter contains information about the Retention/Purge Process used to administer and manage data by purging old information.

Chapter 1 - SYSTEM OVERVIEW

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SYSTEM OVERVIEW

This chapter describes the components of the Human Resources Applicant Management System.

Applicant Management Parameters

This function defines the applicant number assignment concept, the beginning and current application numbers in use, and any default city, state, zip or telephone area code defaults.

The function also allows for Entity Specific definition information. This entity data includes the Human Resources Applicant Management module interface definition and each entity's requisition number assignments.

Job Description Master

The Job Description Master enables you to describe the qualifications and specifications of each job type or classification using its job description code. These descriptions are generic, allowing the specific Requisitions (ordered by Department, Job Class, and Position Number) to further delineate the necessary job requirements. Taken with the Application Requisition information, this function can link the skill inventory and the work related capabilities of the workforce to specific job classifications for personnel planning.

Requisition Management

Requisition Management tracks all position requirements, skills, disposition, recruiting costs, and the candidates for position requisitions. All applications are mapped to a requisition. In addition, a single requisition can be used for multiple applicant applications.

Each requisition is established for a specific entity, department, and with a user-controlled parameter, either job classification and position from the Payroll/Human Resources Position Control Master, or the Job Description Master.

Applicant Master/Revision

As applicants for positions are entered into the system, the system captures the applicant demographics, educational background, employment experiences, skills inventory, and the detail applications (or candidacy) for position. The applicant demographics, education data, employment, and skills inventory information are not associated with a specific entity, allowing for common data entry in a Corporate Human Resources environment, while the detail job applications, using requisition association, are entity-specific. In total, this information composes the Applicant Master Files.

Applicant Search Criteria Master

The STAR Financials Human Resources Applicant Management module provides a flexible applicant search reporting capability. Using the Applicant data base, you can search for applicants on a specific requisition, job description, disposition status, education level, experience level, certificate/license, language, multiple skills, and/or a combination of all the above. The system produces an Applicant Search Report with the outcome. Using a Search Code, Search criteria can be added, changed, or Filed as Deleted. Since the specific search criteria is stored in a gaming-type mode, criteria can be added to further delineate the exact match desired.

Applicant Management Reports

In addition to the on-line capabilities if the STAR Human Resources Applicant Management module, the module provides various standard reports. These reports are for information and record keeping, searches, data analysis and data review.

User Preferences Functions

Detailed information on using the system and user preference functions is provided in the *General Information Volume*.

Retention/Purge Process

The Retention/Purge Process of Human Resources Applicant Management is used to administer and manage data by purging old information. The Retention/Purge Process includes Purge Pre-List functions and Purge functions for Detail Applications, Requisitions and Applicants.

The flow chart below provides an illustration of the Human Resources Applicant
Management Environment:

```
                                                        |Position Control Mstr|
         _____                         |_____|
        | Requisition Management|                        |   By Entity Code    |
        |    By Entity Code     |                        |   By Department      |
        |    By Requisition Nbr |        |_____>        |  Job Class/Pos Nbr   |
        |    By Position Cntl    |        |              |_____|
        |  Or Job Desc Master   |<___ |(parm)
        |_____|     |                 |_____|
                    |                 |  _____>        | Job Description Mstr|
                    |                 |                 |  By Job Description  |
          _____|_____|               |                     |
         |                    |          |              |                     |
         V                    V          V              |_____|
     _____   _____  _____       |  |
    | Status/Disposition| | Req Costs  || Requisition      | <___| |  |
    | Applicant List    | | Information||_____|     | |  |
    |_____| |_____|| Requirements     | <___| |  |
       | Applicant...  |                |_____|       | |
   <>  | Applicant...  |                | Skills List      | <___| |  |
    |  |_____|                |_____|       | |
    |                        |__< Apply <____|     ^               |  |
    |                        V                     |               |  |
    |   _____                _____    |  |
    |  | Applicant Information|            | Employee Information| |  |
    |  |_____|            |_____| |  |
    |     By Applicant Nbr  |                 By Entity, Empl Nbr | |  |
    |     Demographic Info  |                |_____| |  |
    |  |_____| V                  ^          |        |  |
    |      |         |     |___> Hire >____|     |          |        |  |
    |      |         |     | Skills Inventory|   |          |        |  |
    |      |         |     |   By Empl Nbr   | <___|        |        |  |
    |      |         |_____> | By Applicant Nbr|            |        |  |
    |      V               |_____|             |        |  |
    |   _____                                       |  |
    |  | Detail Applications |                                      |  |
    |  |_____|                                      |  |
    |__ >> | By Entity, Applicant,| <_____|  |
    |      | By Requisition       |                                   |
    |      |_____|_____|
    |         |_____|_____|
    |         | Disposition Status|
    |__>>     | Routing/Interview |
              |_____|
```

Applicant Management Menu Structure

The Human Resources Applicant Management main menu contains the following options:

```
                  General Hospital Initial Menu Processor
                                        Sat Sep 13, 2003 01:05 pm
 Initial Menu Input Options

          Option No.  Option
          ---------------------------------------
              1       Tables
              2       Applicant Management Parameters
              3       Job Description Master
              4       Requisition Management
              5       Applicant Tracking
              6       Applicant Management Reports
              7       User Preferences Functions
              8       Retention/Purge Process




 Enter option number--
```

Chapter 2 - TABLES

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* Indicates table is maintained by McKesson; user cannot access.

NOTE: The McKesson-controlled tables are the same as those used by STAR Financials Payroll/Human Resources.

AAP JOB CODE TABLE

The AAP Job Code Table contains the affirmative action job codes used on the Job Description Master and the Applicant Requisition Main Entry screen. These codes are user-defined and maintained.

After you select the AAP Job Code Table, the system displays the following prompt:

Enter AAP job code description (-) or AAP Job Category--

After you enter a selection, the following screen displays:

```
                    General Hospital Tables Processor
                                            Tue May 29, 1991 01:19 pm
 AAP Job Codes
  1 Code            2 Description                    3 Status
    1A                ADMINISTRATIVE                   Active
  4 Edit by                                          5 Edit Date
    Kettman,Jonathan D                                 05/29/91 01:19pm




 Accept this screen? (Y/N) [Y]--
```

Field Explanations

1. CODE (4-AN-R)
This field contains the code identifying the affirmative action job group that you want to define.

2. DESCRIPTION (25-C-R)
This field contains the description associated with the AAP Job Code. It is displayed with the code on the Job Description Master and the Applicant Requisition Main Entry screen.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field as Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

* APPLICATION DISPOSITION/STATUS CODE TABLE

This table contains the valid disposition status(es) defines to describe the status or outcome of each application.

NOTE: * Indicates table is maintained by McKesson; user cannot access.

After you select the Application Disposition/Status Code Table, the system displays the following prompt:

Enter application disposition/status or `-` to list--

You can enter a hyphen (-) to display a selection list:

```
         General Hospital Application Disposition/Status Table Processor
                                                  Tue Nov 10, 1992 11:25 am

Page:01                  Application Disposition/Status Table
( 1) C-Closed Application
( 2) E-Employee-Hired Applicant
( 3) H-Hold Applicant
( 4) I-Invite Applicant
( 5) O-Open Application
( 6) R-Reject Application







         Enter choice--
```

After you enter or select a disposition/status, the system displays the following screen:

```
          General Hospital Application Disposition/Status Table Processor
                                               Tue Nov 10, 1992 11:25 am

 1 Code            2 Description                      3 Status
   H                 Hold Applicant                     Active
 4 Edit by                                            5 Edit Date
   Heideiger,Jennifer                                   06/07/90 10:20am













 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (3-A-R)
This field contains the code identifying the specific disposition status/reason.

2. DESCRIPTION (25-C-R)
This field contains the literal description and classification associated with theapplicant disposition reason.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field as Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

APPLICANT SCREEN FLOW CODE TABLE

The Applicant Screen Flow Code Table defines the sequence of screens for an Applicant type. Certain employee screens are not relevant for applicants. For security reasons, and to limit access to sensitive applicant data, different applicant screen flows can be defined for various users.

After you select the Applicant Screen Flow Code Table, the system displays the available screen flow options and prompts you to select an option or add a new one.

```
                        General Hospital Tables Processor
                                                  Tue May 29, 1991 01:20 pm

 Page:01                        Available Screen Flows
 ( 1) Main Applicant Screen Flow














 Enter option to edit or add(A)--
```

After you enter an option, the following flow description screen displays:

```
                        General Hospital Tables Processor
                                                  Tue May 29, 1991 01:21 pm

  1 Flow Description                              2 Status
    Main Applicant Screen Flow
  3 Edit by                                       4 Edit Date
    Kettman,Jonathan D                              05/29/91 01:22pm










 Accept this screen? (Y/N/D) [Y]--
```

Field Explanations

1. DESCRIPTION (25-C-R)
This field contains the description associated with the Applicant Screen Flow. It is displayed with the code on theEmployee Security Information screen (see Chapter 4: Employee Administration in the *Payroll/Human Resources Tables, Masters, and Parameters Volume* of the *STAR Financials General Accounting Reference Guide*).

2. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field as Active when the code is created.

3. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

4. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

After you enter the description, the system prompts you to enter the particular set of applicant data for which the screen flow applies:

> *Enter master(M) or revision(R) version?--*

NOTE: The Inquiry option is not available.

Accessing Applicant Data

All applicant data is retained in the Applicant Master data base; however, the data can be accessed in two ways. With the Applicant Master menu option, new applicants can be added to the system or existing applicants can be modified in a sequential screen flow, a user-defined, ordered sequence of screens. Using the Applicant Revision option, existing applicants can be displayed and modified by discrete screen selection. In both cases, you can choose which screens to access and in which display order or sequence.

After you enter a choice, the system displays the corresponding detail screen flow screen. You have three options to affect the screen sequence list:

- Delete a screen from the list.

    The data cannot be entered or modified from this Applicant Screen Flow.

- Move or resequence the screens.

    With this option, you can tailor the data flow to meet a specific need.

- Add screens.

This allows more data to be displayed, entered, or modified from this screen flow.

You can define a screen flow with your Employee Security Screen, specific to each user, to continue tailoring data to your own requirements.

Modifying the Applicant Screen Flow

```
                        General Hospital Tables Processor
                                                Tue May 29, 1991 01:21 pm

Screen Flow  : Main Applicant Screen Flow
Version      : Master

Page:01                              Screens
( 1) Appl Demographic
( 2) Appl Demographic 2
( 3) Application Info




 Enter option to delete, move(M) or add(A)--
```

If you choose Delete from the above screen by entering an option number, the following prompt displays:

   Are you sure you want to delete ' '? (Y/N) [Y]--

If you enter **Y**, the selected option is deleted from this particular screen flow list. If you enter **N**, the original list displays again.

If you enter **M** for Move, the system displays the following prompt:

   Enter option to move--

After you select an option, the following prompt displays:

   Enter option to move before or end (E)--

The option you selected to move is placed before the option entered here, or at the end of the option list.

If you enter **A** for Add, the system displays a complete list of employee and applicant selection screens. You should not build a sequence using employee-type screens without reason. The system will store the screen data appropriately, but there may not be an adequate reporting mechanism for the additional data.

After you enter a screen selection option to add, the system displays the following prompt:

Enter option to move before or end (E)--

The option you selected to add to the original list is placed before the option entered here, or at the end of the option list.

CERTIFICATE/LICENSE/PERMIT CODE TABLE

The Certificate/License/Permit Code Table contains the valid codes defined for the entity and is used to edit the Certificate/License/Permit field on the Employee Professional Information screen within the Employee Master. This data is for informational purposes only. It is used on some report types but does not control any system processes.

The Certificate/License/Permit Code Table is also used by Human Resources Applicant Management to define the skill requirements in the Job Description Master for a Requisition and for a particular applicant.

After you select the Certificate/License/Permit Code Table, the system displays the following prompt:

Enter certificate/license/permit description (-) or code--

You can use the hyphen (-) key to display a selection screen:

```
                    General Hospital Tables Processor
                                        Thu May 31, 1991 03:29 pm
Certificate/License/Permit Code

Page:01                   Certificate/License/Permit Code
( 1) CPR-CPR
( 2) LAB-Laboratory Technician
( 3) LPN-Licensed Pract. Nurse
( 4) LVN-Licensed Voca. Nurse
( 5) OT-Occupational Therapy
( 6) RX-Pharmacists
( 7) PT-Physical Therapy
( 8) RAD-Radiology Technician
( 9) RDD-Registered Dietician
(10) RN-Registered Nurse
(11) RSS-Registered Social Wor




 Enter choice--
```

After you enter a selection, the system displays the next screen:

```
                        General Hospital Tables Processor
                                          Thu May 31, 1991 03:29 pm
  Certificate/License/Permit Code
   1 Code                            2 Description
     CPR                               CPR
   3 Code Type                        4 Status
     Certificate                        Active
   5 Edit by                          6 Edit Date
     Williams,Sheryl M                  06/23/91 01:22pm




   Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (4-AN-R)
This field contains the certificate/license/permit/degree/training program/ orientation/
in-service code. This field does not control any system process, but is accessed for
some report types.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the certificate/license/ permit/
degree/training program/orientation/in-service code. After the code is entered and
validated, this description is displayed on the various screens. This field is also
accessed for some report types.

3. CODE TYPE (1-A-R)
This field indicates whether the entered code is a certificate, license, permit, degree,
training program, orientation, or in-service code. Valid values are:

    C   Certificate

    D   Degree

    I   In-Service

    L   License

    O   Orientation

    P   Permit

T   Training Program

These values are maintained by McKesson. The system prompts you for the appropriate type that describes the code. The type is displayed on the Employee Professional Information screen. The specific type of degree is also used for education skill requirements.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field as Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

DISPOSITION REASON CODE TABLE

This table contains the valid disposition codes defined to describe the status or outcome of each application.

After you select the Disposition Reason Code Table, the system displays the following prompt:

> *Enter disposition reason--*

You can use the hyphen (-) key to display a selection screen:

```
                    General Hospital Tables Processor
                                        Wed Nov 04, 1992 11:02 am
Disposition Reason

Page:01                          Disposition Reason
( 1) ACC-Accept Position
( 2) CUR-Current Employee
( 3) HLD-Hold Application
( 4) NEW-New Application
( 5) OTH-Other
( 6) RED-Reject - Insuff Educa
( 7) RIN-Reject - Insuff Inter
( 8) RSK-Reject - Insuff Skill
( 9) RJB-Reject - No Job Openi
(10) ROT-Reject - Other Offer
(11) RPR-Reject - Personal Rea
(12) RRF-Reject - References
(13) RSL-Reject - Salary Req H




 Enter choice--
```

After you enter a choice, the following screen displays:

```
               General Hospital Tables Processor
                                Tue May 29, 1991 03:34 pm
Disposition Reason  1 Code        2 Description                   3 Status
                      ACC           Accept Position                 Active
 4 Edit by                                    5 Edit Date
   Heidbreker,Gene                              05/10/91 04:23pm









 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (3-A-R)
This field contains the Disposition Reason code identifying the particular classification of the application.

2. DESCRIPTION (25-C-R)
This field contains the literal description and classification associated with the Disposition Reason code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field as Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

DRIVERS LICENSE CLASS CODE TABLE

The Drivers License Class Code Table contains valid codes to describe the applicability of the employee or applicant to handle certain hospital transportation equipment. In most states, a person applies for a particular drivers license class when they earn their drivers license. This field edits the Drivers License Class field on the employee/applicant Language and Skills Select screen.

After you select the Drivers License Class Code Table, the system displays the following prompt:

Enter drivers license class--

You can use the hyphen (-) key to display a selection screen:

```
                      General Hospital Tables Processor
                                           Thu May 31, 1991 03:54 pm
Drivers License Class

Page:01                        Drivers License Class
( 1) A1-Automobile
( 2) B1-Bus - 10 Passenger
( 3) B2-Bus - 15 Passenger
( 4) B3-Bus - Unlimited
( 5) CH-Chauffeur
( 6) M1-Motorcycle
( 7) T1-Truck - Grade 1
( 8) T2-Truck - Grade 2
( 9) T3-Truck - Unlimited




    Enter choice--
```

After you enter a choice, the following screen displays:

```
                    General Hospital Tables Processor
                                          Thu May 31, 1991 03:54 pm
 Drivers License Class
  1 Code           2 Description                   3 Status
    B3               Bus - Unlimited                 Active
  4 Edit by                                        5 Edit Date
    Kettman,Jonathan D                               05/31/91 03:53pm




 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (2-AN-R)
This field contains the code identifying the specific drivers license class.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the drivers license class code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field as Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

EDUCATION LEVEL CODE TABLE

The Education Level Code Table contains the user-defined education levels describing the particular level the employee/applicant has completed. This table is used to validate the codes entered on the Job Description Master, the Application Requisition, and on the employee/applicant's Education Information and used by the Applicant Search function.

After you select the Education Level Code Table, the system displays the following prompt:

Enter education level description (-) or education level code--

You can use the hyphen (-) key to display a selection screen:

```
                        General Hospital Tables Processor
                                              Thu May 31, 1991 04:16 pm
Education Level

Page:01                              Education Level
( 1) BA-Bachelor of Arts
( 2) BS-Bachelor of Science
( 3) A1-Elementary School
( 4) GED-Graduate Equivalent D
( 5) A7-Graduate School
( 6) A3-High School
( 7) A2-Junior High School
( 8) MBA-Master of Business Ad
( 9) A8-Post-Graduate
(10) A4-Trade School
(11) A5-Two-Year College-Assoc
(12) A6-University/College (4y



 Enter choice--
```

After you enter a choice, the system displays the following screen:

```
                        General Hospital Tables Processor
                                              Thu May 31, 1991 04:16 pm
 Education Level
  1 Code            2 Description                     3 Status
    A6                University/College (4yr)           Active
  4 Edit by                                           5 Edit Date
    Kettman,Jonathan D                                   05/31/91 04:16pm




 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (4-AN-R)
This field contains the code identifying the specific education level.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the education level code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field as Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

* EEO CLASS CATEGORY CODE TABLE

The EEO Class Category Code Table contains the EEO Class Category Codes that are predetermined by the federal government and used for regulatory reporting. This table edits the EEO Category Code field on the Job Class Master and should only be modified when the federal government modifies the codes. This table is used for the EEO 1 Report.

NOTE: * Indicates table is maintained by McKesson; user cannot access.

You choose this table from the EEO Class/VETS Table Codes menu:

```
              General Hospital EEO Class/VETS Table Codes Processor
                                              Thu May 20, 2010 03:50 pm
EEO Class/VETS Table Codes Input Options


          Option No.  Option
          ---------------------------------------
              1        EEO-1 Origin Code Table
              2        EEO Class Category Code Table
              3        EEO Job Category Code Table
              4        EEO-4 Origin Code Table
              5        VETS Status Code Table







 Enter option number--
```

After you choose the table from the menu, the system displays this prompt:

Enter EEO Class Category code or '-' to list--

You can use the hyphen (-) key to display a selection screen:

```
                    General Hospital EEO Class Category Code Table Processor
                                                    Thu May 28, 2009 02:05 pm


 Page:01                        EEO Class Category Code Table
 ( 1) 1.1-Exec/SR Lvl Official/Mgrs
 ( 2) 1.2-1st/Mid Lvl Official/Mgrs
 ( 3) 2-Professionals
 ( 4) 3-Technicians
 ( 5) 4-Sales Workers
 ( 6) 5-Admin Support Workers
 ( 7) 6-Craft Workers
 ( 8) 7-Operatives
 ( 9) 8-Laborers and Helpers
 (10) 9-Service Workers




 Enter choice--
```

After you enter a choice, the following screen displays:

```
                    General Hospital EEO Class Category Code Table Processor
                                                    Thu May 28, 2009 02:05 pm

 1 Code      2 Description                            3 Status
   5            Admin Support Workers                   Active
 4 Edit by                                            5 Edit Date
   Dumane,Charles O                                     05/01/2009 01:52pm









 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (1-N-R) or (3-NC-R)
This field contains the EEO Class Category code. The codes are explained below:

Code	Description
1.1	Exec/SR Lvl Official/Mgrs
1.2	1st/Mid Lvl Official/Mgrs
2	Professionals
3	Technicians
4	Sales Workers
5	Admin Support Workers
6	Craft Workers
7	Operatives
8	Laborers and Helpers
9	Service Workers

During processing of the EEO-1 report, the system retrieves the description of each category code from this table to create the report heading.

2. DESCRIPTION (40-AN-R)
This field contains the descriptions associated with codes 1.1 through 9. You must use the descriptions listed in the code field. This description does not display on the Job Class Master or the Employee Position Control Information screen, but is accessed and used during the EEO-1 report process.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field to Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date the record was last modified.

* EEO JOB CATEGORY CODE TABLE

The EEO Job Category Code Table contains the EEO Job Category Codes. These codes are predetermined by the federal government and used for regulatory reporting. This table edits the EEOJ Category Code field on the Job Class Master and is modified only when the federal government modifies the codes. This information is used on the EEO-4 Report.

NOTE: * Indicates table is maintained by McKesson; user cannot access.

After you choose the table from EEO Class/VETS Table Codes, the following prompt is displayed:

Enter EEO Job Category code or `-` to list--

You can use the hyphen (-) key to display a list of job category codes:

```
Page:01                          EEO Job Category Code
( 1) 6-Administrative Support
( 2) 1-Officials/Administrators
( 3) 5-Para-Professionals
( 4) 2-Professionals
( 5) 4-Protective Service
( 6) 8-Service/Maintenance
( 7) 7-Skilled Craft
( 8) 3-Technicians
```

After you enter a choice, the following screen displays:

```
              General Hospital EEO Job Category Code Processor
                                         Tue Apr 24, 1990 02:07 pm

 1 Code          2 Description                     3 Status
   6               Administrative Support            Active
 4 Edit by                                         5 Edit Date
   Williams,Shirley M                                04/23/90 08:50
                                        








 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (1-N-R)
This field contains the EEO Job Category Code.

During processing of the EEO-4 report, the system will retrieve the description of each job category code from this table in order to create the report heading.

2. DESCRIPTION (40-AN-R)
This field contains the descriptions associated with codes 1 through 8. The descriptions listed above must be used. This description will not be displayed on the Job Class Master or the Employee Position Information screen but will be accessed and used during the EEO-4 report process.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field to Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date the record was last modified.

* EEO-1 ORIGIN CODE TABLE

The EEO-1 Origin Code Table contains the EEO codes predetermined by the federal government. This table edits the EEO-1 Origin Code field on the Employee Biographic Information screen. These codes must be used for reporting employee race on the EEO-1 report, which is due by March 31 of each year. During the report processing for EEO-1, the system accesses the description for each code from this table. The description for the EEO-1 Origin code displays on the Employee Biographic Information screen. This table is modified only when the federal government modifies the codes.

NOTE: * Indicates table is maintained by McKesson; user cannot access.

You choose this table from the EEO Class/VETS Table Codes menu:

```
                General Hospital EEO Class/VETS Table Codes Processor
                                          Thu May 20, 2010 03:50 pm
 EEO Class/VETS Table Codes Input Options


          Option No.  Option
          ---------------------------------------
              1        EEO-1 Origin Code Table
              2        EEO Class Category Code Table
              3        EEO Job Category Code Table
              4        EEO-4 Origin Code Table
              5        VETS Status Code Table











  Enter option number--

```

After you choose the table from the menu, the system displays the following prompt:

> *Enter EEO-1 origin code or '-' to list--*

You can use the hyphen (-) key to display a selection screen:

```
                 General Hospital EEO-1 Origin Code Table Processor
                                            Thu May 17, 2007 04:46 pm


 Page:01                     EEO-1 Origin Code Table
 ( 1) M-Female/American Indian or Alaska Native (Not Hispanic or Latino)
 ( 2) L-Female/Asian (Not Hispanic or Latino)
 ( 3) J-Female/Black or African American (Not Hispanic or Latino)
 ( 4) B-Female/Hispanic or Latino
 ( 5) K-Female/Native Hawaiian/Other Pacific Islander(Not Hispanic/Latino)
 ( 6) N-Female/Two or More Races (Not Hispanic or Latino)
 ( 7) I-Female/White (Not Hispanic or Latino)
 ( 8) G-Male/American Indian or Alaska Native (Not Hispanic or Latino)
 ( 9) F-Male/Asian (Not Hispanic or Latino)
 (10) D-Male/Black or African American (Not Hispanic or Latino)
 (11) A-Male/Hispanic or Latino
 (12) E-Male/Native Hawaiian/Other Pacific Islander(Not Hispanic/Latino)
 (13) H-Male/Two or More Races (Not Hispanic or Latino)
 (14) C-Male/White (Not Hispanic or Latino)



 Enter choice--
```

After you enter a choice, the following screen displays:

```
                 General Hospital EEO-1 Origin Code Table Processor
                                            Thu May 17, 2007 05:01 pm

  1 Code    2 Description
    K         Female/Native Hawaiian/Other Pacific Islander(Not Hispanic/Latino)
  3 Edit by                              4 Edit Date           5 Status
    Dumane,Charles                         02/13/2007 10:41am     Active

















 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (1-A-R)
This field contains the EEO-1 Origin Code. The codes that must be entered are listed below:

Code	Description
B	Female/Hispanic or Latino
C	Male/White (Not Hispanic or Latino)
D	Male/Black (Not Hispanic or Latino)
E	Male/Native Hawaiian/Pacific Islander
F	Male/Asian (Not Hispanic or Latino)
G	Male/American Indian or Alaskan Native
H	Male/2 or More Races (Not Hispanic)
I	Female/White (Not Hispanic or Latino)
J	Female/Black (Not Hispanic or Latino)
K	Female/Native Hawaiian/Pacific Islander

2. DESCRIPTION (40-AN-R)
This field contains the descriptions associated with EEO Codes B through K. The descriptions listed above must be used.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field to Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date the record was last modified.

* EEO-4 ORIGIN CODE TABLE

The EEO-4 Origin Code Table contains the standard Origin codes that are used to define individuals and, when combined with the person's sex, form the key to the EEO Origin Code. The EEO Origin Table is revised to include the Ethnic Code and the Sex Code.

NOTE: * Indicates table is maintained by McKesson; user cannot access.

You choose this table from the EEO Class/VETS Table Codes menu:

```
               General Hospital EEO Class/VETS Table Codes Processor
                                          Thu May 20, 2010 03:50 pm
 EEO Class/VETS Table Codes Input Options

          Option No.  Option
          ---------------------------------------
              1       EEO-1 Origin Code Table
              2       EEO Class Category Code Table
              3       EEO Job Category Code Table
              4       EEO-4 Origin Code Table
              5       VETS Status Code Table










 Enter option number--
```

After you select the EEO-4 Origin Code Table, the following prompt is displayed:

Enter EEO-4 origin code or '-' to list--

Use the hyphen (-) key, and the following selection screen is displayed:

```
                 General Hospital EEO-4 Origin Code Table Processor
                                              Thu May 17, 2007 04:57 pm


Page:01                        EEO-4 Origin Code Table
( 1) K-Female/American Indian or Alaskan Native
( 2) J-Female/Asian or Pacific Islander
( 3) H-Female/Black (Not of Hispanic Origin)
( 4) I-Female/Hispanic
( 5) G-Female/White (Not of Hispanic Origin)
( 6) F-Male/American Indian or Alaskan Native
( 7) E-Male/Asian or Pacific Islander
( 8) C-Male/Black (Not of Hispanic Origin)
( 9) D-Male/Hispanic
(10) B-Male/White (Not of Hispanic Origin)







 Enter choice--
```

After you enter a choice, the following screen is displayed:

```
                 General Hospital EEO-4 Origin Code Table Processor
                                              Thu May 17, 2007 05:01 pm

Ethnic
 1 Code            2 Description                      3 Status
   C                 White/Caucasian                    Active
 4 Edit by                                            5 Edit Date
   Kettman,Jonathan D                                   05/31/2006 04:50pm










 Enter field number or '/' starting field number-
```

Field Explanations

1. CODE (1-A-R)
This field contains the EEO-4 Origin codes. The codes that must be entered are listed below:

Code	Description
B	Male/White (Not of Hispanic Origin)
E	Male/Asian or Pacific Islander
I	Female/Hispanic
G	Female/White (Not of Hispanic Origin)
F	Male/American Indian or Alaskan Native
H	Female/Black (Not of Hispanic Origin)
D	Male/Hispanic
J	Female/Asian or Pacific Islander
C	Male/Black (Not of Hispanic Origin)
K	Female/American Indian or Alaskan Native

2. DESCRIPTION (25-C-R)
This field contains the literal descriptions associated with the Ethnic Codes. The descriptions listed above must be used.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is active or inactive. A code that is Filed as Deleted becomes inactive and can be reactivated at any time. The system defaults this field as Active when the code is created.

NOTE: These McKesson codes must never be deleted or Filed as Deleted.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

EMPLOYEE STATUS REASON CODE TABLE

The Employee Status Reason Code Table (also known as the Reason for Leaving Code Table) contains valid employee status reason codes and associated descriptions.

In the Payroll/Human Resources functions, this table edits the Employee Status Reason Code field on the Employee Location/Hire Information screen. The field is also used for defining the employee termination code and reason.

In Human Resources Applicant Management, this table edits the Reason for Leaving Code field on the Employee/Applicant Prior Employment Information screens.

After you select the Employee Status Reason Code Table, the system displays the following prompt:

Enter employee status reason code--

You can use the hyphen (-) key to display a selection screen:

```
                        General Hospital Tables Processor
                                            Wed Nov 04, 1992 11:07 am
Employee Status Reason Code

Page:01                       Employee Status Reason Code
( 1) W1-Accident on the Job
( 2) T1-Another Job
( 3) AC-Conditional Employment
( 4) T4-Dissatisfied (Wages)
( 5) T2-Family Responsibilitie
( 6) LE-LOA - Education
( 7) LM-LOA - Maternity
( 8) LP-LOA - Personal
( 9) MP-Medical Problems
(10) T3-Moved
(11) NH-New Hire
(12) TR-Normal Retirement
(13) AO-Original Hire
(14) AR-Rehire
(15) T6-Return to School
(16) T5-Working Conditions

Enter choice--
```

After you enter a choice, the following screen displays:

```
                    General Hospital Tables Processor
                                          Tue Dec 12, 1991 12:59 pm
 Employee Status Reason Code
  1 Code           2 Description                    3 Status
    W1                Accident on the Job             Active
  4 Edit by                                         5 Edit Date
    Potter,Diane M                                    08/26/91 17:38




 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (2-AN-R)
This field contains the Employee Status Reason Code, which provides a more
meaningful description to the Employee Status Code. For example, MD could be
defined for use with an employee status of L (leave) to denote a leave type of medical.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as
Deleted becomes Inactive and can be reactivated at any time. The system defaults
this field to Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date on which the record was last modified.

EMPLOYEE WORK STATUS CODE TABLE

The Employee Work Status Code table is used to define work status values, such as Full Time, Part Time, On Call, or other categories which you can establish.

When you choose this option from the Code Tables, the system prompts you to enter the work status:

> *Enter employee work status--*

You can use the hyphen (-) key to display a selection screen:

```
                    General Hospital Tables Processor
                                        Wed Jan 28, 1998 11:37 am
Employee Work Status

Page:01                      Employee Work Status
( 1) F-Full Time
( 2) O-ON-CALL
( 3) P-Part Time
( 4) R-RELIEF






    Enter choice--
```

After you enter a choice, the following screen displays:

```
                    General Hospital Tables Processor
                                        Wed Jan 28, 1998 10:27 am
Employee Work Status
 1 Code                              2 Description
   F                                   Full Time
 3 FT/PT Indicator                   4 Status
   Full-Time                           Active
 5 Edit by                           6 Edit Date
   DuPont,Dilbert                      10/14/97 05:31pm






    Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (1-AN-R)
This field contains the code identifying the specific Work Status value.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the Work Status Code. Examples are: Full-Time, Part-Time, On-Call, Relief, etc.

3. FT/PT INDICATOR (1-A-R)
This field categorizes this Work Status Code as one of the following types:

    F   Full-Time

    P   Part-Time

    O   Other

4. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field to Active when the code is created.

5. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

6. EDIT DATE (DISPLAY ONLY)
This field contains the date on which the record was last modified.

NOTE: This value is used by reports which sort by work status, such as Full-Time or Part-Time.

EMPLOYER TABLE

The Employer Table contains all other employer codes and descriptions that have been defined for use in prior employment tracking (experience skills). The employee/applicant Prior Employment Information screen will be edited against this table.

After selection of the Employer Table, the system displays the following prompt:

Enter employer code--

You can use the hyphen (-) key to display a selection screen similar to the following:

```
                     General Hospital Tables Processor
                                        Thu May 31, 1991 04:16 pm
Employer Table

Page:01                          Employer Table
( 1) GH-General Hospital
( 2) HBO-HBO & Company
( 3) HQST-Healthquest
( 4) MNPWR-Manpower Temporaries










 Enter choice--
```

NOTE: Employers listed on this table will be those that you define for use in your hospital.

After you enter a choice, the following screen displays:

```
                    General Hospital Tables Processor
                                          Fri Jun 01, 1991 09:25 am
Employer Table
 1 Code                              2 Description
   HBO                                 HBO & Company
 3 Address Line 1                    4 Address Line 2
   301 Perimeter Center Nth
 5 City                             6 State    7 Zip Code       8 Status
   Atlanta                            GA          30346-9999
 9 Contact                         10 Contact Telephone
   DAVIS,BENJAMIN P                   (404)555-1212
11 Medical Insurance Carrier       12 Medical Insurance Plan Nbr
   HBO & Company                      Self-Insured
13 Edit by                                      14 Edit date
   Kettman,Jonathan D                              05/31/91 04:16pm




 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (5-AN-R)
This field contains the code identifying the specific employer entry.

2. DESCRIPTION (25-AN-R)
This field contains the literal Employer Name or description associated with the
employer code.

3. ADDRESS LINE 1 (25-AN-O)
This field contains the street address of the employer.

4. ADDRESS LINE 2 (25-AN-O)
This field contains the continuation of the street address if necessary. If the field is left
blank, it should remain blank.

5. CITY (18-AN-O)
This field contains the city of the employer. The ZIP code can be entered into this field
instead of the city name. If so, the city, state, and ZIP code fields will be extracted and
displayed from the ZIP Code Table. This default can be overridden.

6. STATE (2-A-O)
This field contains the state of the employer. A hyphen (-) can be entered to display a
help list containing valid state codes (not the State Tax Code Table). If the ZIP code
is entered in the City field, the state code will automatically display from the ZIP Code
Table. This default can be overridden,

7. ZIP CODE (9-N-O)
This field contains the ZIP code of the employer. The field is displayed as XXXXX-XXXX. If the ZIP code is entered in the City field, it will be moved automatically to this field.

8. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field as Active when the code is created.

9. EMPLOYER CONTACT (37-AN-O)
This field contains the name of the Personnel Contact at the employer. This information can be used for applicant reference research. The name is displayed in STAR Standards format: last name followed by a comma; first name followed by a space; middle initial.

10. CONTACT TELEPHONE (13-AN-O)
This field contains the employer contact's telephone number. The field is displayed as (999)999-9999 according to STAR Standards. If the user does not enter the area code portion of the phone number, the system leaves the field blank.

11. MEDICAL INSURANCE CARRIER (25-AN-O)
This field contains the free-form entry medical insurance carrier for the employer. This field is used to load the associated medical insurance information for the Employer Spouse and Dependent Information, as default.

12. MEDICAL INSURANCE PLAN NUMBER (25-AN-O)
This field contains the free-form entry medical insurance plan number for the employer. This field is used to load the associated medical insurance information for the Employer Spouse and Dependent Information, as default.

13. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

14. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

EXPERIENCE LEVEL CODE TABLE

The Experience Level Code Table contains the user-defined experience levels describing the particular level that the employee/applicant has achieved or gained. This table is used to validate the codes entered on the Job Description Master, the Application Requisition, and on the employee/applicant's Prior Employment Information and Applicant Search function.

After you select the Experience Level Code Table, the system displays the following prompt:

Enter experience level description (-) or experience level code--

You can use the hyphen (-) key to display a selection screen:

```
                       General Hospital Tables Processor
                                               Wed Nov 04, 1992 11:25 am
Experience Level Codes

Page:01                         Experience Level Codes
( 1) 1YR-6 MOS TO 1YR EXPERIEN
( 2) 2YR-2 YEARS
( 3) 3UP-3 TO 5 YEARS
( 4) BEG-Beginner
( 5) EXP-Expert
( 6) M1U-MANAGERIAL 1-3
( 7) MOD-Moderate Experience
( 8) NE-NO EXPERIENCE
( 9) NON-No experience
(10) S1U-SUPERVISORY 1-3
(11) TRN-In Training




 Enter choice--
```

After you enter a choice, the following screen displays:

```
                    General Hospital Tables Processor
                                        Thu May 31, 1991 04:16 pm
Experience Level Codes
1 Code          2 Description                      3 Status
  NE               No Experience                     Active
4 Edit by                                          5 Edit Date
  Kettman,Jonathan D                                 05/31/91 04:16pm







 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (3-AN-R)
This field contains the code identifying the specific experience level.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the experience level code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field as Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

FIELD OF STUDY CODE TABLE

The Field of Study Code Table contains the user-defined code levels describing the applicant/employee educational majors, minors or other specific study fields. This table is used to validate the educational codes entered on the Job Description Master, the Requisition, Requirements/Skills, and on the applicant/employee's Education Information.

After you select the Field of Study Code Table, the system displays the following prompt:

Enter major/field of study code or '-' for list--

You can use the hyphen (-) key to display a selection screen:

```
                    General Hospital Tables Processor
                                        Wed Nov 04, 1992 11:26 am
Field of Study

Page:01                         Field of Study
( 1) ACCT-Accounting            (17) RAD-Radiology
( 2) CHEM-Chemistry             (18) RM-Risk Management
( 3) CIS-Computer and Informat  (19) SW-Social Work
( 4) MD-Doctor of Medicine
( 5) ENG-Engineering
( 6) ENGL-English
( 7) FIN-Finance
( 8) HMNR-Human Resources
( 9) LAB-Laboratory Science
(10) LS-Library Science
(11) MKT-Marketing
(12) MR-Medical Records
(13) NUR-Nursing
(14) RX-Pharmacy
(15) PHLS-Philosophy
(16) PHSD-Physical Education

Enter choice--
```

After you enter a choice, the following screen displays:

```
                      General Hospital Tables Processor
                                              Fri Jun 01, 1991 01:54 pm
 Field of Study
  1 Code           2 Description                    3 Status
    NURS             Nursing                          Active
  4 Edit by                                         5 Edit Date
    Kettman,Jonathan D                                06/01/91 01:52pm




 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (4-AN-R)
This field contains the code identifying the specific educational/training major, minor, or field of study.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the field of study code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field as Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.
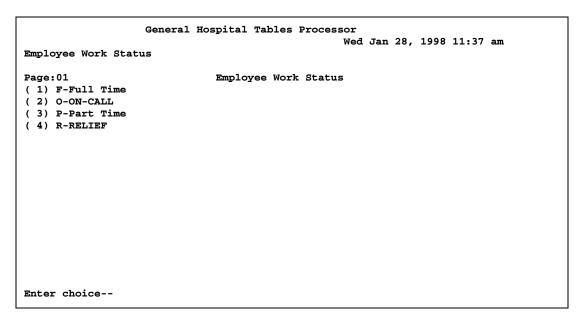
5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

FT/PT INDICATORS

The FT/PT Indicators table is used to define work status values, such as Full Time, Part Time, On Call, or other categories which you can establish.

When you choose this option from the Code Tables, the system prompts you to enter the FT/PT indicator:

> *Enter FT/PT indicator or `-` for list-- |*

You can use the hyphen (-) key to display a selection screen:

```
                        General Hospital Tables Processor
                                                   Wed Jan 28, 1998 11:42 am
         FT/PT Indicators

         Page:01                        FT/PT Indicators
         ( 1) F-Full-Time
         ( 2) O-On-Call
         ( 3) P-Part-Time
         ( 4) R-Relief














         Enter choice--
```

After you enter a choice, the following screen displays:

```
                 General Hospital Tables Processor
                                                   Wed Jan 28, 1998 11:42 am
         FT/PT Indicators
          1 Code           2 Description                    3 Status
            F                 Full-Time                        Active
          4 Edit by                                          5 Edit Date
                                                               08/06/90 09:15am













         Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (1-AN-R)
This field contains the full-time/part-time indicator code.

2. DESCRIPTION (25-AN-R)
This field contains the description of the Code. Examples are: Full-Time, Part-Time, On-Call, Relief, etc.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field to Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date on which the record was last modified.

HANDICAP ACCOMMODATION CODE TABLE

The Handicap Accommodation Code Table contains the user-defined codes further describing the applicant and/or employee's particular handicap and what accommodations are needed for employment. This table is used to validate the Handicap Accommodations Note field on the employee/applicant's Biographic - EEO/AA Information.

After you select the Handicap Accommodation Code Table, the system displays the following prompt:

> *Enter handicap accommodation code--*

You can use the hyphen (-) key to display a selection screen:

```
                    General Hospital Tables Processor
                                         Tue Nov 10, 1992 12:10 pm
Handicap Accommodation Codes

Page:01                    Handicap Accommodation Codes
( 1) AID-Hearing Aid
( 2) RMP-Ramp Access
( 3) EYE-Specialized Eyeglasses
( 4) CHR-Wheelchair










    Enter choice--
```

After you enter a choice, the following screen displays:

```
                    General Hospital Tables Processor
                                        Fri Jun 01, 1991 02:38 pm
 Handicap Accommodation Codes
  1 Code          2 Description                    3 Status
    CHR              Wheelchair Accommodation          Active
  4 Edit by                                         5 Edit Date
    Heidbreker,Gene                                    05/11/91 09:15am




 




 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (3-AN-R)
This field contains the code identifying the specific handicap accommodation note
associated with the applicant/employee handicap code.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the handicap accommodation code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as
Deleted becomes Inactive and can be reactivated at any time. The system defaults
this field as Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

HANDICAP CODE TABLE

The Handicap Code Table enables you to define handicap codes indicating employee work handicaps. The table contains valid handicap codes and associated descriptions.

In the Payroll/Human Resources functions, this table edits the Handicap field on the Employee Biographic screen.

In Human Resources Applicant Management, the Handicap Code Table contains valid handicap codes and edits the Handicap Code field on the Applicant Biographic Information - EEO/AA screen.

After you select the Handicap Code Table, the system displays the following prompt:

> *Enter handicap code--*

You can use the hyphen (-) key to display a selection screen:

```
                    General Hospital Tables Processor
                                        Thu Dec 07, 1991 04:13 pm
 Handicap Code

 Page:01                           Handicap Code
 ( 1) 04-Amputee
 ( 2) 01-Blind
 ( 3) 02-Hearing Loss
 ( 4) 05-None
 ( 5) 03-Paraplegic










 Enter choice--
```

After you enter a choice, the following screen displays:

```
                        General Hospital Tables Processor
                                               Thu Dec 07, 1991 04:13 pm
 Handicap Code
  1 Code            2 Description                    3 Status
    04                 Amputee                         Active
  4 Edit by                                        5 Edit Date
    Williams,Sheryl M                                08/08/91 10:46




 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (2-AN-R)
This field is used to define applicant's physical handicaps.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the code. This description will not display on the applicant basic information screen, but can be used for reporting purposes.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field to Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date on which the record was last modified.

HIRE SOURCE CODE TABLE

The Hire Source (or Referral Source) Code Table contains the hire source or referral source codes used for tracking sources used in the recruitment and hiring of employees. The table contains valid hire/referral source codes and associated descriptions.

In the Payroll/Human Resources system, this table edits and validates the Hire Source Code field on the Employee Location/Hire Information screen.

In Human Resources Applicant Management, the Hire Source Code Table contains valid recruitment or referral codes and edits the Referral Source Code field on the Applicant Demographic and Detail Application screens.

After you select the Hire Source Code Table, the system displays the following prompt:

Enter hire source code--

You can use the hyphen (-) key to display the following selection screen:

```
                        General Hospital Tables Processor
                                          Thu Dec 07, 1991 04:14 pm
Hire Source Code

Page:01                          Hire Source Code
( 1) CO-Columbia University
( 2) ER-Employee Referral
( 3) EA-Employment Agency
( 4) NA-Newspaper Advertisement
( 5) SV-St. Vincent's Hospital
( 6) TA-Television Advertisement
( 7) WI-Walk-In




    Enter choice--
```

After you enter a choice, the following screen displays:

```
                         General Hospital Tables Processor
                                              Thu Dec 07, 1991 04:14 pm
 Hire Source Code
  1 Code          2 Description                    3 Status
    CO              Columbia University              Active
  4 Edit by                                        5 Edit Date
    Potter,Diane M                                   08/23/91 17:28






 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (2-AN-R)
This field contains the hire source codes that have been established for use by the personnel department in tracking the sources used in the recruitment or hiring of employees.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field to Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date on which the record was last modified.

JOB CODE TABLE

The Job Code Table contains valid job codes or skills. The table contains valid job codes and associated descriptions.

In the Payroll/Human Resources functions, this table edits and validates the Job Code field contained on the Employee Biographic Information screen.

In Human Resources Applicant Management, the Job Code Table edits and validates the Job Code field on the Affiliations and Licenses screen in Chapter 6: Applicant Tracking.

The primary use of this code will be grouping similar job classifications into generic job codes in order to determine the exact number of applicants possessing similar job skills, regardless of job class or description that the applicant is assigned, or for which the applicant is applying.

After you select the Job Code Table, the system displays the following prompt:

Enter job/skill code--

You can use the hyphen (-) key to display a selection screen:

```
                    General Hospital Tables Processor
                                        Fri Dec 08, 1991 10:24 am
Job Code

Page:01                              Job Code
( 1) ACC-Accountant
( 2) ADM-Administrator
( 3) CLR-Clerical
( 4) ENV-Environ. Services Wor
( 5) EXE-Executive
( 6) FIN-Finance
( 7) FSW-Food Service Worker
( 8) LAB-Laboratory Worker
( 9) LPN-Licensed Pract. Nurse
(10) PAR-Paramedic
(11) RX-Pharmacist
(12) MD-Physician
(13) RN-Registered Nurse
(14) RED-Resident
(15) STU-Student
(16) TEC-Technician

Enter choice--
```

After you enter a choice, the following screen displays:

```
                        General Hospital Tables Processor
                                                     Fri Dec 08, 1991 10:24 am
 Job Code
  1 Code              2 Description                     3 Status
    ACC                 Accountant                        Active
  4 Edit by                                             5 Edit Date
    Potter,Diane M                                        08/23/91 17:31




 

 
 

 
 

 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (4-AN-R)
This field contains the code used for grouping similar job classifications or to record a
job classification different from the one to which the applicant is currently assigned.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the code. This field will be displayed
on the Applicant Biographic screen upon validation of the entered code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as
Deleted becomes Inactive and can be reactivated at any time. The system defaults
this field to Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date on which the record was last modified.

LANGUAGE CODE TABLE

The Language Code Table contains valid spoken or written languages for skill identification. The table contains valid language codes and associated descriptions.

In the Payroll/Human Resources system, this table edits and validates the Language Code fields contained on the Employee Professional Information screen. Each employee can have up to three occurrences of a language code and associated description.

In Human Resources Applicant Management, the Job Code Table edits and validates the Language Code fields contained on the Languages and Skills screen in Chapter 6: Applicant Tracking. Each applicant can have up to three occurrences of a language code and associated description.

After you select the Language Code Table, the system displays the following prompt:

Enter language code or '-' for list--

You can use the hyphen (-) key to display a selection screen:

```
                     General Hospital Tables Processor
                                         Fri Dec 08, 1991 10:26 am
Language Code

Page:01                            Language Code
( 1) 08-Chinese
( 2) 01-English
( 3) 03-French
( 4) 04-German
( 5) 07-Japanese
( 6) 06-Korean
( 7) 05-Polish
( 8) 09-Russian
( 9) 10-Sign Language
(10) 02-Spanish




 Enter choice--
```

After you enter a choice, the following screen displays:

```
                        General Hospital Tables Processor
                                          Fri Dec 08, 1991 10:26 am
 Language Code
  1 Code            2 Description                    3 Status
    08               Chinese                           Active
  4 Edit by                                          5 Edit Date
    Williams,Sheryl M                                  06/23/91 13:36










  Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (2-AN-R)
This field contains the language codes determined by the entity to be valid. The field is user-defined and will be used to edit the Language Code field on the Applicant Professional Information screen.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the language code. The description will be displayed on the Applicant Professional Information screen when the entered code is validated.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field to Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date on which the record was last modified.

PAY STEP CODE TABLE

The Pay Step Code Table contains the codes and descriptions of the itemized pay steps that are recognized when defining the pay grades in the Wage and Salary Matrix. Multiple pay steps can be defined per pay grade and the same pay step can be used when defining different pay grades.

In Human Resources Applicant Management, you have the option of defining a requisition with a specific pay grade and pay step when identifying the pay rate for a requisition. The Pay Step Code Table contains valid pay step codes. If you input a pay grade on the requisition, the pay steps within that grade are used to monitor the hourly rate field. Only the defined pay steps with the entered pay grade are accepted.

After you select the Pay Step Code Table, the system displays the following prompt:

Enter pay step code--

You can use the hyphen (-) key to display a selection screen:

```
                      General Hospital Tables Processor
                                        Fri Dec 08, 1991 11:24 am
Pay Step Code

Page:01
( 1) EXP-Expert in the Field
( 2) HIR-Hire Step
( 3) MKT-Market Value
( 4) MAX-Maximum
( 5) MID-Mid Point
( 6) MIN-Minimum
( 7) TRN-Training




 Enter choice--
```

After you enter a choice, the following screen displays:

```
                    General Hospital Tables Processor
                                        Fri Dec 08, 1991 11:24 am
 Pay Step Code
  1 Code          2 Description                    3 Status
    EXP              Expert in the Field             Active
  4 Edit by                                         5 Edit Date
    Cassidy, Mike L                                   10/31/91 07:56




 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (3-AN-R)
This field defines each pay step within a pay grade. The pay step is used on the
second screen of the Requisition Management Main Entry Information screen. Multiple
pay steps can exist per pay grade.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as
Deleted becomes Inactive and can be reactivated at any time. The system defaults
this field to Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date on which the record was last modified.

POSITION TYPE CODE TABLE

The Position Type Code Table contains the position types (permanent, seasonal, temporary, internship, union, grants, and so on) that are recognized when defining the Position or Requisition.

In Payroll/Human Resources, the table is used to edit the Position Type Field on the Position Control Master.

In Human Resources Applicant Management, you have the option of defining a requisition with a specific position type. The Position Type Code Table contains valid position type codes.

After you select the Position Type Code Table, the system displays the following prompt:

Enter position type description (-) or position type code--

You can use the hyphen (-) key to display a selection screen:

```
                        General Hospital Tables Processor
                                           Wed Nov 04, 1992 11:27 am
Position Type Code

Page:01                           Position Type Code
( 1) AG-Agency
( 2) CO-Contract
( 3) FT-Full Time Permanent
( 4) TF-Full Time Temporary
( 5) G-Grants
( 6) I-Internship
( 7) OC-On-Call
( 8) PT-Part Time Permanent
( 9) TP-Part Time Temporary
(10) RE-Resident
(11) S-Seasonal
(12) UN-Union Designated




 Enter choice--
```

After you enter a choice, the following screen displays:

```
                     General Hospital Tables Processor
                                          Fri Dec 08, 1991 11:36 am
 Position Type Code
  1 Code          2 Description                  3 Status
    G               Grants                         Active
  4 Edit by                                      5 Edit Date
    Williams,Sheryl M                              06/23/91 12:51




 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (2-AN-R)
This field is used to define the position types that are valid for the entity.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the code. This description will be displayed on the Position Control Master when the code is validated.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field to Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date on which the record was last modified.

PROFESSIONAL AFFILIATIONS CODE TABLE

The Professional Affiliations Code Table contains the user-defined professional affiliations to which the employee/applicant belongs. This table is used to validate the codes entered on the employee/applicant's Affiliations and Licenses screen, located in Chapter 6: Applicant Tracking.

After you select the Professional Affiliations Code Table, the system displays the following prompt:

Enter professional affiliations--

You can use the hyphen (-) key to display a selection screen:

```
                         General Hospital Tables Processor
                                              Fri Jun 01, 1991 03:04 pm
Professional Affiliations

Page:01                      Professional Affiliations
( 1) AMGT-American Management
( 2) AMA-American Medical Asso
( 3) HRM-Human Resources Manag




        Enter choice--
```

After you enter a choice, the following screen displays:

```
                      General Hospital Tables Processor
                                        Fri Jun 01, 1991 03:04 pm
 Professional Affiliations
  1 Code            2 Description                           3 Status
    AMA               American Medical Association              Active
  4 Address Line 1            5 Address Line 2
    123 Main Street             Suite 1000
  6 City                       7 State              8 Zip Code
    ATLANTA                      GA                    30346
  9 Phone          10 Ext.    11 Contact
    (404)555-1212    3674        Jones,Darwin P
 12 Comments
    Limited Partnership on XYZ Project
 13 Edit by                              14 Edit Date
    Kettman,Jonathan D                      06/01/91 02:59pm




 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (4-AN-R)
This field contains the code identifying the specific professional affiliation entry.

2. DESCRIPTION (25-AN-R)
This field contains the literal organization Name or description associated with the professional affiliation code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field as Active when the code is created.

4. ADDRESS LINE 1 (25-AN-O)
This field contains the street address of the professional affiliation.

5. ADDRESS LINE 2 (25-AN-O)
This field contains the continuation of the street address if necessary. If the field is left blank, it should remain blank.

6. CITY (18-AN-O)
This field contains the city of the professional affiliation. The ZIP code can be entered into this field instead of the city name. If so, the city, state, and ZIP code fields will be extracted and displayed from the ZIP Code Table. This default can be overridden.

7. STATE (2-A-O)
This field contains the state of the professional affiliation. A hyphen (-) can be entered to display a help list containing valid state codes (not the State Tax Code Table). If the

ZIP code is entered in the City field, the state code will automatically display from the ZIP Code Table. This default can be overridden.

8. ZIP CODE (9-N-O)
This field contains the ZIP code of the professional affiliation. The field is displayed as XXXXX-XXXX. If the ZIP code is entered in the City field, it will be moved automatically to this field.

9. AFFILIATION CONTACT TELEPHONE (13-AN-O)
This field contains the professional affiliation contact's telephone number. The field is displayed as (999)999-9999 according to STAR Standards. If the user does not enter the area code portion of the phone number, the system leaves the field blank.

10. AFFILIATION CONTACT TELEPHONE EXTENSION (4-N-O)
This field contains the professional affiliation contact's telephone number extension. The field is displayed as 9999.

11. PROFESSIONAL AFFILIATION CONTACT   (37-AN-O)
This field contains the name of the contact person at the professional affiliation. This information can be used for applicant reference research. The name is free-form entry, with no predetermined format.

12. COMMENTS (74-AN-O)
This field contains the free-form entry of any comments or notes in regard this professional affiliation or organization.

13. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

14. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

PROFICIENCY RATING CODE TABLE

The Proficiency Rating Code Table enables you to define the codes that identify the applicant/employee's proficiency in a specific skill. This table is associated with the Applicant Skill Inventory.

After you select the Proficiency Rating Code Table, the system displays the following prompt:

> *Enter proficiency rating--*

You can use the hyphen (-) key to display a selection screen:

```
                        General Hospital Tables Processor
                                              Wed Nov 04, 1992 11:28 am
 Proficiency Rating

 Page:01                        Proficiency Rating
 ( 1) APP-APPRENTICE
 ( 2) AVG-Average Proficiency
 ( 3) EXP-EXPERIENCED
 ( 4) JOUR-JOURNEYMAN
 ( 5) NG-NEW GRADUATE
 ( 6) NA-NOT AVAILABLE
 ( 7) NOV-Novice
 ( 8) PRO-PROFESSIONAL
 ( 9) STU-STUDENT
 (10) UN-Unknown




 Enter choice--
```

After you enter a choice, the following screen displays:

```
                     General Hospital Tables Processor
                                           Fri Jul 06, 1991 04:44 pm
 Proficiency Rating
  1 Code            2 Description                    3 Status
    EXP               Expert Level Achieved            Active
  4 Edit by                                          5 Edit Date
    Kettman,Jonathan D                                 06/28/91 15:58








 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (4-AN-R)
This field contains the code identifying the skill proficiency rating that the user wishes to define.

2. DESCRIPTION (25-C-R)
This field contains the description associated with the proficiency rating code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field as Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

RECRUITERS CODE TABLE

The Recruiters Code Table enables you to define individuals to act as monitors for the maintenance and tracking of Applicants within the Human Resources Applicant Management module. Each applicant can be assigned to a recruiter with the Applicant Demographics Information. You can use certain reports to extract those applicants by recruiter and report on the efficiency of each recruiter.

After you select the Recruiter Code Table, the system displays the following prompt:

Enter recruiter code--

You can use the hyphen (-) key to display the following selection screen:

```
                    General Hospital Tables Processor
                                        Fri Jun 01, 1991 03:04 pm
Recruiters

Page:01                     Recruiters
( 1) VGH-Heidbreker,Gene
( 2) JDK-Klein,Judith Denise








Enter choice--
```

After you enter a choice, the following screen displays:

```
                        General Hospital Tables Processor
                                          Fri Jun 01, 1991 03:38 pm
 Recruiters
  1 Code                                2 Entity            3 Employee Nbr
    JDK                                   FW                   0000011135
  4 Recruiter Name                       5 Initials
    Klein,Judith Denise                    JDK
  6 Title                                7 Phone             8 Ext.
    Asst Mgr - Personnel                   (404)555-1212       6099
  9 Status           10 Edit by             11 Edit Date
    Active              Kettman,Jonathan D      06/01/91 03:37pm




 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (4-AN-R)
This field contains the code identifying the specific recruiter. This code can be the person's initials or some identifying code or number.

2. ENTITY CODE (2-AN-O)
This field contains the code identifying the specific entity that the recruiter is assigned to as an employee. Because the system is multi-entity, the system needs to know where to find the employee. Entries are validated against the Payroll/Human Resources Entity Parameters. A hyphen (-) can be entered to display a help list containing valid codes.

3. RECRUITER'S EMPLOYEE NUMBER (10-AN-O)
This field contains the recruiter's employee number associated in the STAR Payroll/ Human Resources module (if entity code has been entered).

If no entity code is entered, the system allows for free-form entry of the number, with no editing to the Payroll/Human Resources module. All subsequent fields on the screen must then be entered.

If the entity code is entered, you can enter the Payroll/Human Resources employee number. Entries are validated against the Payroll/Human Resources Employee Master. Entering a hyphen (-) or first characters of the name displays a help list containing valid employees. Selection of an employee automatically loads the subsequent Name, Initials, and Primary Position Title (job class).

4. RECRUITER NAME (37-C-R)
This field contains the recruiter name. The recruiter name is used along with the code and initials to identify each recruiter on screens and reports. The name is displayed in the STAR Standards format:

- Last name followed by a comma

- First name followed by a space

- Middle initial

After you enter the Recruiter Name, the system extracts the associated initials in this order: first, middle, last.

NOTE: If the employee number is entered from the Payroll/Human Resources module, this field is initially extracted and displayed from the Employee Master. You can override this value.

5. RECRUITER INITIALS (3-A-R)
This field contains the specific recruiter initials. The recruiter initials are used along with the code and name to identify each recruiter on screens and reports. Upon entry of the Recruiter Name, the system extracts the associated initials in this order: first, middle, last. You can override this default entry.

6. RECRUITER TITLE (25-AN-O)
This field contains the recruiter's title or primary position job class. Upon entry of the Recruiter Employee Number, the system extracts the associated primary position job class description and displays the code and description. If no employee number exists, no title is automatically displayed. You can override this value.

7. RECRUITER TELEPHONE (13-AN-O)
This field contains the recruiter's telephone number. The field is displayed as (999)999-9999 according to STAR Standards. If you do not enter the area code portion of the phone number, the system leaves the field blank.

8. RECRUITER TELEPHONE (4-N-O)
This field contains the recruiter's telephone number extension. The field is displayed as 9999.

9. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field as Active when the code is created.

10. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

11. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

RELIGIOUS ORDER CODE TABLE

The Religious Order Code Table contains religious order codes, which as used to identify the specific order or mission that the applicant/employee is an active member of, for example, as a priest, minister, sister, etc. The Religious Order is used on the Employee Check Remittance Information (Payroll/Human Resources).

In Human Resources Applicant Management, this table edits the Religious Order code field on the Applicant Biographic - EEO/AA Information screen.

After you select the Religious Order Code Table, the system displays the following prompt:

Enter religious order code--

You can use the hyphen (-) key to display the following selection screen:

```
                        General Hospital Tables Processor
                                            Fri Dec 08, 1991 11:37 am
Religious Order Code

Page:01                      Religious Order Code
( 1) 02-Mercy House
( 2) 04-Seventh Day Adventist
( 3) 01-Sisters of Charity
( 4) 03-The Benedictines




 Enter choice--
```

After you enter a choice, the following screen displays:

```
Religious Order Code
 1 Code                              2 Description
   02                                  Mercy House
 3 Address Line 1                    4 Address Line 2
   8029 Peachtree Road, N. E
 5 City                             6 State      7 Zip Code        8 Status
   Atlanta                            GA           30044             Active
 9 Edit by                                      10 Edit Date
   Williams,Sheryl M                              08/08/91 10:46am




 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (2-AN-R)
This field contains the religious order code that is valid for the organization.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the code.

3. ADDRESS LINE 1 (25-AN-O)
This field contains the street address of the religious order. It can be used at a later date for the check remittance address.

4. ADDRESS LINE 2 (25-AN-O)
This field contains the continuation of the street address if necessary. If the field is left blank, it should remain blank. This field can also be used at a later date as part of the remittance address.

5. CITY (18-AN-O)
This field contains the city of the religious order. This field can also be used at a later date as part of the remittance address. The ZIP code can be entered into this field instead of the city name. If so, the city, state, and ZIP code fields will be extracted and displayed from the ZIP Code Table. This default can be overridden.

6. STATE (2-A-O)
This field contains the state of the religious order. This field can also be used at a later date as part of the remittance address. A hyphen (-) can be entered to display a help list containing valid codes. If the zip code is entered in the City field, the state code will automatically display from the Zip Code Table. This default can be overridden.

7. ZIP CODE (9-N-O)
This field contains the zip code of the religious order. This field can also be used at a later date as part of the remittance address and is displayed as 99999-9999. If the zip code is entered in the City field, it will be moved automatically to this field.

8. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field to Active when the code is created.

9. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

10. EDIT DATE (DISPLAY ONLY)
This field contains the date on which the record was last modified.

* REPORT DEFINITION TABLE

The Report Definition Table contains an entry for all reports that are available for printing in the Payroll/Human Resources or Human Resources Applicant Management modules.

For report differentiation, the Human Resources Applicant Management reports begin with the code identifier HA. This value is reflected in the Report Code or the Update Zblock fields on the Report Table.

There are three types of reports:

- Applicant/employee reports containing detail data

    These reports require you to enter the confidential (Report To) level. These reports also require you to enter the report level needed to print or display the report.

- Applicant/employee reports that do not contain only total data. These reports require you to enter the report level needed to print or display the report.

- Reports that do not contain any applicant/employee data.

These reports require you to enter the report level needed to print or display the report.

NOTE: * Indicates table is maintained by McKesson; user cannot access.

When you access this code table, the system prompts you to enter the report name:

> *Enter first chars of report name'-' or report code--*

NOTE: Code Table Reports are assigned to the report code HR.

You can enter a hyphen (-) to display a list of available reports:

```
                    General Hospital Report Definition Processor
                                              Fri Oct 02, 1992 04:16 pm

Page:01                            Available Reports
( 1) AAP Job Group Category Report      (18) Bank Recon Deposits Report
( 2) ACH PC Download Report             (19) Bank Recon. Tape Index Purge
( 3) ACH Tape Report                    (20) Bank Services Report
( 4) Active Employees - No Hours        (21) Benefit Plan Master Report
( 5) Additive Rates Group Code Rpt      (22) Benefit Rollover One Shot
( 6) Adjustments/Reconciling Items      (23) Blood Type Report
( 7) Appl Skill List Profile Report     (24) Certificate/License/Permit Rpt
( 8) Applicant Labels                   (25) Check Code Master Report
( 9) Applicant List                     (26) Check Reconciliatin Report
(10) Applicant Management Parms         (27) Conversion Error Report
(11) Applicant Profile Report           (28) Credit Union Deduction Reg
(12) Applicant Purge Pre-List Report    (29) Credit Union Deduction Register
(13) Applicant Search Report            (30) Current Month Hire/Rehire Rpt
(14) Applicant Status Report            (31) Current Value of Deductions
(15) Application Disp/Stat Report       (32) Deduction Master Report
(16) Average Hourly Rates by Job Cl     (33) Deduction Register-Empl. Hist.
(17) Bank Balancing Report              (34) Deduction Register-TCE Detail

Enter choice--
                                  next page(/)
```

After you enter a report name or code, the system displays the following screen:

```
                  General Hospital PR Report Definition Processor
                                              Fri Oct 02, 1992 03:57 pm

 1 Report Code  2 Description                    3 Update Zblock
   HAREO3          AAP Job Group Category Report    huhrpg1
 4 Edit By                                       5 Edit Date
   Helen Holland                                   08/16/91 03:43p













 Enter field number or '/' starting field number--
```

Field Explanations

1. REPORT CODE (8-AN-D)
This field contains the code for this report. It is the same code that is used in the
spooler. Each code uses the following format:

ABCDDDDD

A - H

B - A Applicant Management

   E Personnel

   P Payroll

C - R

DDDDD - Unique Identification

2. REPORT DESCRIPTION (34-AN-R)
This field contains the description for this report. If the description is not unique, the
system displays the following error message:

  Error: Report Description Already Used!

3. UPDATE ZBLOCK (10-AN-R)
This field contains the name of the horizontal screen (Zblock) that displays when you
select the Payroll Reports option from the Payroll Tables. The Zblock uses the
following format:

  abcddd

  a - h

  b - a (Applicant Management)

     e (Personnel)

     p (Payroll)

  c - h

  ddddd - Unique Identification

If the Zblock does not exist, the system displays the following prompt:

  Zblock does not exist! Use anyway? (Y/N) [Y]

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified this record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time this record was modified.

* REQUISITION DISPOSITION/STATUS CODE TABLE

This table contains the valid disposition status(s) defined to describe the status or outcome of the each detail requisition.

NOTE: * Indicates table is maintained by McKesson; user cannot access.

After you select the Requisition Disposition/Status Code Table, the system displays the following prompt:

Enter requisition disposition/status or '-' to list--

You can use the hyphen (-) key to display a selection screen:

```
                    General Hospital Tables Processor
                                        Tue May 29, 1991 03:34 pm
Requisition Disposition/Status

Page:01
( 1) C - Closed Requisition
( 2) F - Filled Requisition
( 3) H - Hold Requisition
( 4) S - Offer Outstanding Requisition
( 5) O - Open Requisition




    Enter Choice--
```

After you enter a choice, the following screen displays:

```
                    General Hospital Tables Processor
                                      Tue May 29, 1991 03:34 pm
Requisition Disposition/Status
 1 Code           2 Description                    3 Status
   C                Closed Requisition               Active
 4 Edit by                                         5 Edit Date
   Heidbreker,Gene                                   05/10/91 04:23pm




    Enter field number or '/' starting field number--
```

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Field Explanations

1. CODE (1-A-R)
This field contains the Requisition Disposition/Status code identifying the particular classification of the requisition.

2. DESCRIPTION (25-C-R)
This field contains the literal description and classification associated with the Requisition Disposition/Status code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field as Active when the code is created.

NOTE: These McKesson-controlled code tables must never be deleted or filed as deleted.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

SALARY PER PERIOD CODE TABLE

The Salary Per Period Code Table contains the user-defined relationships between Salary Requested and the time period for which the salary applies. This field defines the time period. Because applicants request salaries that reflect different time periods, this table allows for standardization. This table is used to validate the codes entered on the Application Requisition and the Detail Application Information.

After you select the Salary Per Period Code Table, the system displays the following prompt:

Enter salary per period--

You can use the hyphen (-) key to display the following selection screen:

```
                    General Hospital Tables Processor
                                           Mon Jun 04, 1991 03:13 pm
Salary Per Period

Page:01                           Salary Per Period
( 1) BI-Bi-Month
( 2) DY-Day
( 3) HR-Hour
( 4) MO-Month
( 5) PP-Pay Period
( 6) WK-Week
( 7) YR-Year/Annual Salary




    Enter choice--
```

After you enter a choice, the following screen displays:

```
                        General Hospital Tables Processor
                                              Mon Jun 04, 1991 03:13 pm
 Salary Per Period
  1 Code           2 Description                      3 Status
    PP               Pay Period                         Active
  4 Edit by                                           5 Edit Date
    Kettman,Jonathan D                                  06/01/91 04:16pm










 Enter field number or '/' starting field number--

```

Field Explanations

1. CODE (2-AN-R)
This field contains the code identifying the specific time period for which the Salary Requested applies.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the salary per period code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field as Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

SCHOOL CODE TABLE

The School Code Table contains the user-defined training schools, colleges, universities affiliated with the employee/applicant. This table is used to validate the codes entered on the employee/applicant's Education Information.

After you select the School Code Table, the system displays the following prompt:

Enter school table or '-' to list--

You can use the hyphen (-) key to display a selection screen:

```
                    General Hospital Tables Processor
                                         Mon Jun 04, 1991 03:34 pm
School Table

Page:01                              School Table
( 1) AATS-Atlanta Area Tech Sc
( 2) EMRY-Emory University
( 3) GSU-Georgia State Univers
( 4) UGA-University of Georgia








    Enter choice--
```

After you enter a choice, the following screen displays:

```
                    General Hospital Tables Processor
                                         Mon Jun 04, 1991 03:34 pm
School Table
 1 Code                      2 Description
   UGA                         University of Georgia
 3 Address Line 1            4 Address Line 2
   123 Main Street             Suite 100
 5 City                      6 State      7 Zip Code       8 Status
   ATHENS                      GA           30330            Active
 9 Edit by                              10 Edit Date
   Kettman,Jonathan D                      06/04/91 03:27pm






    Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (4-AN-R)
This field contains the code identifying the specific training school, trade school, college, university, etc.

2. DESCRIPTION (25-AN-R)
This field contains the literal organization Name or description associated with the school.

3. ADDRESS LINE 1 (25-AN-O)
This field contains the street address of the school.

4. ADDRESS LINE 2 (25-AN-O)
This field contains the continuation of the street address if necessary. If the field is left blank, it should remain blank.

5. CITY (18-AN-O)
This field contains the city of the school. The ZIP code can be entered into this field instead of the city name. If so, the city, state, and ZIP code fields will be extracted and displayed from the ZIP Code Table. This default can be overridden.

6. STATE (2-A-O)
This field contains the state of the school. A hyphen (-) can be entered to display a help list containing valid state codes (not the State Tax Code Table). If the ZIP code is entered in the City field, the state code will automatically display from the ZIP Code Table. This default can be overridden,

7. ZIP CODE (9-N-O)
This field contains the ZIP code of the school. The field is displayed as 99999-9999. If the ZIP code is entered in the City field, it will be moved automatically to this field.

8. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field as Active when the code is created.

9. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

10. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

SCHOOL TYPE CODE TABLE

The School Type Code Table contains the user-defined formal education types describing the particular level of schooling associated with the employee/applicant. This table is used to validate the codes entered on the employee/applicant's Education Information.

After you select the School Type Code Table, the system displays the following prompt:

Enter school type--

You can use the hyphen (-) key to display a selection screen:

```
                      General Hospital Tables Processor
                                          Mon Jun 04, 1991 03:53 pm
 School Type

 Page:01                              School Type
 ( 1) ELE-Elementary School
 ( 2) 4YRC-Four Year College/Un
 ( 3) GRAD-Graduate School
 ( 4) HS-High School
 ( 5) GED-HS Graduate Equivalent
 ( 6) JRH-Junior High School
 ( 7) POST-Post Graduate School
 ( 8) TRD-Trade School
 ( 9) 2YRC-Two-Year College




 Enter choice--
```

After you enter a choice, the following screen displays:

```
                    General Hospital Tables Processor
                                          Mon Jun 04, 1991 03:53 pm
 School Type
  1 Code            2 Description                   3 Status
    4YRC              Four Year College/Univ.          Active
  4 Edit by                                         5 Edit Date
    Kettman,Jonathan D                                 06/04/91 03:51pm




 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (4-AN-R)
This field contains the code identifying the formal education school type.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the school type code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field as Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

SHIFT DIFFERENTIAL CODE TABLE

The Shift Differential Code Table contains all the shift differential codes and associated times that are defined.

In Payroll/Human Resources, this table is defined before the Job Class Master is created since the Job Class Master accesses the table to define variable shift differential periods and rates. The table is also used to edit the Shift Assignment field on the Employee Position Information screens.

In Human Resources Applicant Management, this table is used to define the requisition and the applicant's detail application information.

After you select the Shift Differential Code Table, the system displays the following prompt:

>   *Enter shift differential code or '-' for list--*

You can enter a hyphen (-) to display the following selection screen:

```
                        General Hospital Tables Processor
                                          Mon Dec 11, 1991 12:00 pm
Shift Differential Code

Page:01                         Shift Differential Code
( 1) 07-12 Hours Day 7-7
( 2) 08-12 Hours Night 7-7
( 3) 10-Adm.9-5
( 4) 09-Emergency
( 5) 03-Weekday 11-7
( 6) 02-Weekday 3-11
( 7) 01-Weekday 7-3
( 8) 06-Weekend 11-7
( 9) 05-Weekend 3-11
(10) 04-Weekend 7-3




    Enter choice--
```

After you enter a choice, the following screen displays:

```
                        General Hospital Tables Processor
                                              Mon Dec 11, 1991 12:00 pm
 Shift Differential Code
  1 Code           2 Description                      3 Status
    07                12 Hours Day 7-7                   Active
  4 Edit by                                           5 Edit Date
    Potter,Diane M                                      10/03/91 16:51






 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (2-N-R)
This field contains valid shift differential codes.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the code. Examples are shown
above (that is, weekday - hours 7:00 a.m. - 3:00 p.m.).

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as

Deleted becomes Inactive and can be reactivated at any time. The system defaults
this field to Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date on which the record was last modified.

SKILL CODE TABLE

The Skill Code Table contains the user-defined skill codes describing the employee/ applicant's particular skills and minimum requirements. The codes are used in the Job Description Master, Application Requisitions and Applicant Search function. This table is used to validate the codes entered.

After you select the Skill Code Table, the system displays the following prompt:

Enter skill code--

You can use the hyphen (-) key to display a selection screen:

```
                        General Hospital Tables Processor
                                        Mon Jun 04, 1991 04:28 pm
 Skill Code

 Page:01                         Skill Code
 ( 1) CARD-Cardiology           (17) OBL-Obstetrics-Labor/Del
 ( 2) CCU-CCU/CVR               (18) OB-Obstetrics
 ( 3) DS-Day Surgery            (19) OBNB-Obstetrics-Newborn
 ( 4) DIAL-Dialysis             (20) OBNL-Obstetrics-Nursery L
 ( 5) ER-Emergency Room         (21) OBPP-Obstetrics-Post Part
 ( 6) GYN-Gynecology            (22) OFFC-Office/Clinic
 ( 7) HH-Home Health            (23) ONC-Oncology
 ( 8) HOSP-Hospice              (24) OR-Operating Room
 ( 9) HYP-Hyperbaric            (25) ORTH-Orthopedics
 (10) ICU-ICU                   (26) PEDI-Pediatrics
 (11) IVT-IV Therapy            (27) RX-Pharmacy
 (12) MED-Medical               (28) RAD-Radiology
 (13) MH-Mental Health          (29) RR-Recovery Room
 (14) MHAD-Mental Health-Adoles (30) REHB-Rehabilitation
 (15) MHA-Mental Health-Adult   (31) RESP-Respiratory
 (16) NEUR-Neurology            (32) SHND-Shorthand


 Enter choice--
                                    next page(/)
```

After you enter a choice, the following screen displays:

```
                    General Hospital Tables Processor
                                            Mon Jun 04, 1991 04:28 pm
 Skill Code
  1 Code            2 Description                     3 Status
    MED               Medical - General                 Active
  4 Edit by                                           5 Edit Date
    Kettman,Jonathan D                                   06/04/91 04:28pm




 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (4-AN-R)
This field contains the code identifying the particular skill.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the skill code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field as Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

SKILL LOCATION CODE TABLE

The Skill Location Code Table contains the user-defined skill location codes describing the location where the employee/applicant acquired, learned, or became proficient at a specific skill. This information can be useful in accessing the strength of a particular employee/applicant skill. This table is used to validate the codes entered on the employee/applicant Skills Inventory.

After you select the Skill Location Code Table, the system displays the following prompt:

Enter skill location code--

You can use the hyphen (-) key to display a selection screen:

```
                        General Hospital Tables Processor
                                            Mon Jun 04, 1991 05:19 pm
Skill Location Code

Page:01                         Skill Location Code
( 1) FE-Formal Education
( 2) OJ-On-the-Job Training
( 3) PL-Personal Acquisition






          Enter choice--
```

After you enter a choice, the following screen displays:

```
                    General Hospital Tables Processor
                                        Mon Jun 04, 1991 04:59 pm
 Skill Location Code
  1 Code          2 Description                     3 Status
    FE              Formal Education                  Active
  4 Edit by                                         5 Edit Date
    Kettman,Jonathan D                                05/14/91 11:23am




 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (2-AN-R)
This field contains the code identifying the particular skill acquisition or location place.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the skill acquisition/location code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field as Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

SKILL SPECIALTY CODE TABLE

The Skill Specialty Code Table contains the user-defined skill specialty codes. These codes more fully describe the skill that the employee/applicant acquired, or which are considered a minimum requirement for the Job Description Master or Application Requisition.

This table is used to validate the codes entered. These codes are not used in the Search function.

An example showing the relationship of Skill Code to Skill Specialty Code is:

Skill   Word Processing

Skill Specialty Codes   WordPerfect

                             MS Word for Windows

                             Wordstar

                             Lotus AmiPro

After you select the Skill Specialty Code Table, the system displays the following prompt:

Enter skill specialty code description (-) or specialty code--

You can use the hyphen (-) key to display a selection screen:

```
                    General Hospital Tables Processor
                                          Mon Jun 04, 1991 05:00 pm
Skill Specialty Codes


Page:01                        Skill Specialty Codes
( 1) ACUT-Acute Care            (17) RADI-Radiation
( 2) ALCR-Alcohol/Drug Rehab    (18) RESH-Research
( 3) CARD-Cardiology Specialis  (19) SCRT-Security
( 4) CLER-Clerical              (20) SOCL-Social Work
( 5) CPML-Computer Languages    (21) TRAN-Transfusion
( 6) COMP-Computer Operations
( 7) DIAG-Diagnostic Imaging
( 8) EDUC-Education
( 9) EMER-Emergency
(10) ENGN-Engineering
(11) FAML-Family Care/Maternit
(12) FLOT-Float
(13) GERI-Geriatrics-Elder Car
(14) IMAG-Imaging
(15) MANG-Management
(16) MEDT-Medical Terminology

Enter choice--
```

After you enter a choice, the following screen displays:

```
                    General Hospital Tables Processor
                                          Mon Jun 04, 1991 05:00 pm
 Skill Specialty Codes
  1 Code         2 Description                    3 Status
    ALCR           Alcohol/Drug Rehab               Active
  4 Edit by                                       5 Edit Date
    Kettman,Jonathan D                              06/04/91 04:51pm











 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (4-AN-R)
This field contains the code identifying the particular skill specialty, further describing the skill code.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the skill specialty code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field as Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

UNION MEMBERSHIP CODE TABLE

The Union Membership Code Table contains all union codes. The table contains valid union local codes and associated descriptions.

In the Payroll/Human Resources functions, this table edits and validates the Union Code and Union Local Code fields on the Employee Professional Information screen.

In Human Resources Applicant Management, the Union Membership Code Table edits and validates the Union fields on the Affiliations and Licenses screen, located in Chapter 6: Applicant Tracking.

After you select the Union Membership Code Table, the system displays the following prompt:

> *Enter union membership code--*

You can use the hyphen (-) key to display a selection screen:

```
                        General Hospital Tables Processor
                                           Mon Dec 11, 1991 12:04 pm
Union Membership Code

Page:01                        Union Membership Code
( 1) 02-Dietary Workers
( 2) 04-Domestic Engineers
( 3) 01-Hospital Workers
( 4) 03-Steam Fitters






        Enter choice--
```

After you enter a choice, the following screen displays:

```
                        General Hospital Tables Processor
                                            Fri Sep 01, 1991 02:29 pm
 Union Membership Code
  1 Code                                  2 Description
    02                                      Dietary Workers
  3 Union Local Code                       4 Status
    7562                                     Active
  5 Edit by                                6 Edit Date
    Williams,Sheryl M                        06/23/91 01:44pm




 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (2-AN-R)
This field contains valid union codes. This code and its associated description are for
informational purposes only and will not control any system processing. Reports will
access this field for union membership reporting.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the code. This description will be
displayed on the Applicant Skills Inventory screen when the code is validated and will
also be accessed for union type reporting. McKesson recommends that you enter the
code as part of the description for the membership code. If this is done, the hyphen
lookup will be more meaningful.

3. UNION LOCAL CODE (4-N-R)
This field identifies the local within the union.

4. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as
Deleted becomes Inactive and can be reactivated at any time. The system defaults
this field to Active when the code is created.

5. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

6. EDIT DATE (DISPLAY ONLY)
This field contains the date on which the record was last modified.

VETERAN CODE TABLE

The Veteran Code Table contains the valid veteran codes needed to identify those applicants who are military veterans. The table contains valid veteran codes and associated descriptions.

In the Payroll/Human Resources functions, this table will edit and validate the Veteran Code field on the Employee Biographic Information screen.

In Human Resources Applicant Management, the Veteran Code Table edits and validates the Veteran Code field on the Applicant Demographic - EEO/AA screen and the Applicant Biographic Information screen.

After you select the Veteran Code Table, the system displays the following prompt:

Enter veteran code--

You can use the hyphen (-) key to display a selection screen:

```
                    General Hospital Tables Processor
                                            Wed Jan 03, 1991 02:51 pm
Veteran Code

Page:01                          Veteran Code
( 1) 03-Korean War
( 2) 04-Vietnam War
( 3) 01-World War I
( 4) 02-World War II




 




 Enter choice--
```

After you enter a choice, the following screen displays:

```
                    General Hospital Tables Processor
                                          Wed Jan 03, 1991 02:51 pm
 Veteran Code
  1 Code            2 Description                  3 Status
    03                Korean War                     Active
  4 Edit by                                        5 Edit Date
    Williams,Sheryl M                                08/08/91 10:47







 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (2-AN-R)
This field contains the code identifying types of veterans.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the veteran code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field to Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date on which the record was last modified.

*VETS STATUS CODE TABLE

The VETS Status Code Table is used to establish the pre-defined column categories used on the VETS-100 and VETS-100A reports.

NOTE: * Indicates table is maintained by McKesson; user cannot access.

You choose this table from the EEO Class/VETS Table Codes menu:

```
                General Hospital EEO Class/VETS Table Codes Processor
                                               Thu May 20, 2010 03:50 pm
  EEO Class/VETS Table Codes Input Options

             Option No.  Option
             ---------------------------------------
                 1       EEO-1 Origin Code Table
                 2       EEO Class Category Code Table
                 3       EEO Job Category Code Table
                 4       EEO-4 Origin Code Table
                 5       VETS Status Code Table









     Enter option number--
```

After you choose the table from the menu, the following prompt is displayed:

> *Enter VETS Status code or `-` to list-- |*

Enter a valid VETS Status code, or enter a hyphen (-) and select from the list:

```
 Page:01                       VETS Status Code Table
 ( 1) 01-Special Disabled Veterans (Form 100)
 ( 2) 02-Disabled Veterans (Form 100A)
 ( 3) 03-Vietnam Era Veterans (Form 100)
 ( 4) 04-Armed Forces Service Medal Veterans (Form 100A)
 ( 5) 05-Other Protected Veterans
```

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After you enter a choice, a screen like the following is displayed:

```
            General Hospital VETS Status Code Table Processor
                                      Thu May 20, 2010 04:09 pm

 1 Code        2 Description
   01            Special Disabled Veterans (Form 100)
 3 Status      4 Edit by                       5 Edit Date
   Active        Dumane,David L                  02/19/2010 11:26am












 Enter field number or '/' starting field number--
```

Field Explanations

1. CODE (2-AN-R)
This field contains the code identifying types of VETS status.

2. DESCRIPTION (25-AN-R)
This field contains the description associated with the VETS status code.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as Deleted becomes Inactive and can be reactivated at any time. The system defaults this field to Active when the code is created.

4. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date the record was last modified.

Chapter 3 - PARAMETERS

APPLICANT MANAGEMENT PARAMETERS

This function defines the applicant number assignment concept, the beginning and current application numbers in use, default city, state, ZIP code or telephone area code, and mailing country defaults.

The function also allows for Entity Specific definition information. This entity data includes the Human Resources Applicant Management module interface definition and each entity's requisition number assignments.

NOTE: Refer to Chapter 9: Retention/Purge Process, for information on Retention Parameters for detail applications, requisitions, and applicants.

After selecting the Human Resources Applicant Management Parameters option from the menu, the Parameters screen displays:

```
              General Hospital Applicant Management Parameters Processor
                                           Wed Aug 12, 1992 11:30 am

  1 Appl Nbr = Soc Sec Nbr      2 Appl Starting Nbr      3 Last Appl Nbr Assgnd
    Yes                           1                        8
  4 City                        5 State   6 ZIP Code    7 Area Code
    ATHENS                         GA        30330         404
  8 Mailing Country
    France
  9 Edit By                    10 Edit Date/Time
    Williams,Sheryl M               07/27/92 10:46am
 11 Ent   Pos Cntl   Req-> Start Nbr   Last Used
    CR     Yes                  2000           10
    DP     Yes                992001       992000
    FW     No                      1 10000000006




  Enter field number or '/' starting field number--
```

Field Explanations

1. APPL NBR = SOC SEC NBR (1-A-R)
This field determines whether or not the applicant number and the social security number will be equal. Applicant numbers are not entity specific. Applicants are entered into a common pool, while the individual applications for a requisition are marked to an entity. Valid values are:

Y   Yes, the applicant number is the same as the social security number. The system automatically loads the entered Applicant Number into the Social Security Number on the Applicant Demographics screen you enter the social security number in the Applicant Number field.

N   No. You must manually assign an applicant number or allow the system to assign a number based on the Last Application Number Assigned.

If you choose No, the applicant number is automatically assigned by the system sequentially. The actual applicant number is determined by adding 1 to the Last Applicant Number Assigned field. When a new applicant number is added, the Last Applicant Number Assigned value is updated.

2. APPLICANT STARTING NUMBER IN RANGE (10-N-R)
This field contains the starting number in the range of applicant numbers. If no number is entered, the system defaults to 1. The field is displayed as 9999999999. Applicants are entity-transparent.

3. LAST APPLICANT NUMBER ASSIGNED (10-N-R)
This field is maintained by the system and contains the last number assigned during automatic applicant number assignment. You can modify the value to skip a number or a series of numbers. You can reserve a series of number to be used in the event of system downtime. If no number is entered, the system defaults to 0. The field is displayed as 9999999999.

4. CITY (18-AN-R)
This field contains the default city for the applicants of the Human Resources Applicant Management module and is loaded in the City field on the Applicant Demographic screen if an equals sign (=) is entered. The city name can be entered using upper or lower case letters. The ZIP Code can be entered in this field instead of the city name. In this case, the City, State, and ZIP Code fields are extracted from the STAR ZIP Code Table; the name is in upper case letters.

5. STATE (2-A-R)
This field contains the default state code for the applicants of the Human Resources Applicant Management module and is loaded in the State field on the Applicant Demographic screen. Entries are validated against the STAR State Code Table. If the ZIP code is entered into the City field instead of the city name, then the City, State, and ZIP code fields are extracted and displayed from the STAR ZIP Code Table.

6. ZIP CODE (9-N-R)
This field contains the default ZIP code for the applicants of the Human Resources Applicant Management applicants and is loaded in the ZIP code field on the Applicant Demographic screen. If the ZIP code is entered into the City field instead of the city name, then the City, State, and ZIP code fields are extracted and displayed from the ZIP Code Table.

7. AREA CODE (10-N-R)
This field contains the default area code for any telephone number field in the Human Resources Applicant Management module.

8. MAILING COUNTRY (2-AN-O)
This field contains the default mailing country for the Applicant Demographics
Information. Entries are validated against the STAR Patient Processing Country
Table.

9. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

10. EDIT DATE/TIME (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

Entity Specific Information

The Human Resources Applicant Management module defines Requisitions and
Detail Applications by Entity. The Applicants themselves are entity-transparent. The
following information is entered and maintained via a scrolling screen format - allowing
for multiple entities to be defined for Human Resources Applicant Management.

ENTITY CODE (2-AN-R)
This field contains the entity code selected for Human Resources Applicant
Management. Every entity for the module needs to be established. All entries are
validated against the Payroll/Human Resources Entity Parameters. A hyphen (-) can
be entered to display a help list containing valid Payroll/Human Resources entities.

POSITION CONTROL (PR/PE) INTERFACE INDICATOR (1-A-R)
This field indicates whether the Human Resources Applicant Management system is
to interface with the Position Control Master from the STAR Payroll/Human Resources
module. Valid values are:

Y   Yes, Human Resources Applicant Management does interface. Requisitions are
    added and verified against the STAR Position Control Master. Only valid, defined
    positions and job classes can be entered.

N   No, Human Resources Applicant Management does not interface. Requisitions
    are added and verified against the Job Description Master. The specific entity code
    and department for the requisition are validated against the Entity Parameters and
    the General Ledger Department Master, but the position requested is derived from
    the Job Description Master. The system functions do not look at the Payroll/Human
    Resources Position Control Master or the Job Class Master.

The default is Y.

REQUISITION STARTING NUMBER IN RANGE (11-N-R)
This field contains the starting number in the range of requisition numbers. If no
number is entered, the system defaults to 1. The field is displayed as 99999999999.
Requisitions, unlike applicants, are defined by specific entity.

LAST REQUISITION NUMBER USED (11-N-R)
This field is maintained by the system and contains the last number assigned during automatic requisition number assignment. The value can be modified by the user, to skip a number or a series of numbers. The user can reserve a series of number to be used in the event of system downtime. If no number is entered, the system defaults to 0. The field is displayed as 99999999999.

Chapter 4 - JOB DESCRIPTION MASTER

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JOB DESCRIPTION MASTER

The Job Description Master enables you to describe the qualifications and specifications of each job type or classification with a special job description code. These descriptions are generic, allowing the specific Requisitions (ordered by Department) to further delineate the necessary job requirements. You can use this function, with the Application Requisition information, to link the skill inventory and the work related capabilities of the workforce to specific job classifications for personnel planning.

The job descriptions can be accessed and used to construct the particular position requisitions for Applicant Tracking. The Job Description Master provides for:

- User-defined skill codes and descriptions

- An unlimited number of skills to be defined per Job Description.

Job Description information can be added, changed, or filed as deleted. The date of the last change and person who made that change are stored in this table for audit trail purposes.

After you select the Job Description Master from the Applicant Management Processor menu, the system displays the following prompt:

Enter job description (-) or job description code -

If the code is unknown, you can use the hyphen key (-) to display a list of job description codes:

```
                General Hospital Job Description Master Processor
                                             Thu Jul 12, 1990 10:49 am

 Page:01                         Job Descriptions
 ( 1) ASTHNU-Asst Head Nurse
 ( 2) BLDENG-Building Engineer
 ( 3) 1400-Data Processing Manager
 ( 4) MEDSEC-Medical secretary
 ( 5) 1300-Nurse - RN
 ( 6) NURMGR-Nurse Manager
 ( 7) NURSPR-Nursing Supervisor
 ( 8) SUPER-Supervisor (Plant Srvcs)




 Enter choice--
```

If you are adding a new Job Description Code to maintain, the system displays a prompt that asks whether to add it:

Add this code ` `? (y/n) [Y] -

After you enter **Y** for Yes, the system displays the Job Description - Requirements screen to enter the information. If you are editing description data for an existing job description, the system displays the information pertaining to the selected job.

The Job Description Master is made up of two data entry screens. The first screen (Job Description - Requirements) allows entry of the description, certification, education, and experience requirements, as well as other requirements, comments, and a full page editor (to fully describe the job). The second screen (Skills List) follows the Requirements screen and includes the language skills and the complete skills requirement list. You can enter a slash (/) to go to the second screen.

The Job Description Master is used in conjunction with the Application Requisition process to define the basic requirements of the specific job opening.

JOB DESCRIPTION - REQUIREMENTS SCREEN

The Job Description - Requirements screen displays after you select the Job
Description Code. This screen allows entry of the description, certification, education
and experience requirements, as well as other requirements, comments, and a full
page editor to fully describe the job. The Skills List screen follows the Requirements
screen and includes the language skills and the complete skills requirement list. You
can enter a slash (/) to go to the second screen.

```
                General Hospital Job Description Master Processor
                                                Wed Aug 12, 1992 11:32 am

 1 Job Desc Code      2 Job Description              3 Status
   ABCD                 Job Description ABCD           Active
 4 Create Date        5 Pay Status
   07/22/1992           Exempt
 6 EEOC Code            7 EEOJ Code               8 AAP Job Code
   J FORMAL OJT WHITE C   6 Administrative Sup      1A  ADMINISTRATIVE
 9 Cert/License 1     10 Cert/License 2
   ASSC Associate Degre    BA Bachelor of Arts
11 Min Education Level      12 Degree/Cert       13 Major/Study Field
   AA ASSOCIATES DEGREE        BA                   ACCT Accounting
14 Experience Level         15 Yr Exp  16 Supr? 17 Specialty Codes
   1YR 6 MOS TO 1YR EXPERIEN    99.9       No        CLER,COMP
18 Comments
   This is a new Job Description
19 Edit Job Desc Text?   20 Edit By               21 Edit Date/Time
   No                        Williams,Sheryl          07/22/92 04:28pm


Enter field number or '/' starting field number--
                  next screen(/) or previous screen(/P) [/]
```

Field Explanations

1. JOB DESCRIPTION CODE (DISPLAY ONLY)
This field identifies the job description code associated with this record. Entry of the
code (six character, alphanumeric) from the pre-screen prompt is validated against the
Job Description Master. A hyphen (-) can be entered to display a help list containing
valid codes.

NOTE: If the Position Control field on the Applicant Management Parameters is set
to No, the Job Description Code is used during the Requisition Definition
Process to establish the position requested.

2. JOB DESCRIPTION (25-AN-R)
This field contains the literal job description associated with this record. Upon entry and
validation of the code, the description displays.

3. STATUS (DISPLAY ONLY)
This field indicates whether the code is Active or Inactive. A code that is Filed as
Deleted becomes Inactive and can be reactivated at any time. The system defaults this
field to Active when the code is created.

4. CREATE DATE (6-N-R)
This is the date when the job description is first established or created. The system date is the default entry. Display format of the date is MM/DD/YYYY.

5. PAY STATUS (1-A-O)
This field identifies whether the Job Description is classified as Exempt or Non-Exempt. The value defined is used in definition of the Requisition Master. Valid entries are:

 E - Exempt

 N - Non-Exempt

6. EEO CLASS CODE (1-A-R)
This field contains the EEO Class Category Code associated with this job description. Entries are validated against the EEO Class Category Code Type. A hyphen (-) can be entered to display a help list containing valid codes. The description associated with the code is displayed upon validation of the code.

7. EEO JOB CODE (1-AN-O)
This field contains the extended EEO Job Category code associated with this job description. Entries are validated against the EEO Job Category Table. A hyphen (-) can be entered to display a help list containing valid codes. The description associated with the code is displayed upon validation of the code.

8. AAP JOB CODE (4-AN-O)
This field contains the Affirmative Action Job Code associated with this job description. Entries are validated against the AAP Job Code Table. A hyphen (-) can be entered to display a help list containing valid codes. The description associated with the code is displayed upon validation of the code.

9. CERTIFICATE/LICENSE 1 (4-AN-O)
This field contains the code identifying the first certificate, license, or permit deemed a requirement skill for this job description. Entry is validated against the Certificate/License/Permit Code Table. Upon entry and validation of the code, the description displays. A hyphen (-) can be entered to display a help list containing valid codes.

10. CERTIFICATE/LICENSE 2 (4-AN-O)
This field contains the code identifying the second certificate, license, or permit deemed a requirement skill for this job description. Entry is validated against the Certificate/License/Permit Code Table. Upon entry and validation of the code, the description displays. A hyphen (-) can be entered to display a help list containing valid codes.

11. MINIMUM EDUCATION LEVEL CODE (4-AN-O)
This field contains the code identifying the minimum education level deemed a requirement skill for this job description. Entry is validated against the Education Level Code Table. Upon entry and validation of the code, the description displays. A hyphen (-) can be entered to display a help list containing valid codes.

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12. DEGREE/CERTIFICATE (4-AN-O)
This field contains the code identifying the education degree or certificate considered an educational requirement skill for this job description. Entry is validated against the Certificate/License/Permit Code Table. Upon entry and validation of the code, the description displays. A hyphen (-) can be entered to display a help list containing valid codes.

13. MAJOR/STUDY FIELD (4-AN-O)
This field contains the code identifying the educational major or field of study considered an educational requirement skill for this job description. Entry is validated against the Field of Study Code Table. Upon entry and validation of the code, the description displays. A hyphen (-) can be entered to display a help list containing valid codes.

14. EXPERIENCE LEVEL CODE (3-AN-O)
This field contains the code identifying the minimum to maximum experience level deemed a requirement skill for this job description. Entry is validated against the Experience Level Code Table. Upon entry and validation of the code, the description displays. A hyphen (-) can be entered to display a help list containing valid codes.

15. YEARS OF EXPERIENCE (4-AN-O)
This field identifies the number of years of experience, at the experience level indicated, deemed a requirement for this job description. The field display format is 99.9.

16. SUPERVISORY EXPERIENCE (1-A-O)
This field is used to indicate whether supervisory experience is a requirement for this job description. Valid values are:

   Y Yes, Supervisory experience is a requirement

   N No, Supervisory experience is not a requirement

The default value is N.

17. SPECIALTY CODES (MULTIPLE) (4-AN-O)
This field is used to further identify the specific skill specialties desired for the experience level for this job description. Multiple codes can be entered. Entry is validated against the Skill Specialty Code Table. After you enter the code, the system displays the description. A hyphen (-) can be entered to display a help list containing valid codes.

18. COMMENTS (50-AN-O)
This field contains any free-form comments made to further describe this job description. This field is used for reporting purposes.

19. EDIT JOB DESCRIPTION TEXT? (1-A-O)
For each job description, free-form text can be entered via a full-page editor function. This field is used to indicate whether entry or modification needs to be made to the free-form editor text information. Valid values are:

Y   Yes, the editor text needs modification. The system then displays the editor file and functions for this entry. Following entry of the information, the system returns to the Main Entry Screen.

N   No modifications need to be made.

If you enter **Y** for Yes in the Edit Job Desc Text? field, the system displays a full page editor, allowing display and edit of the existing free-form job description.

After entering **Y**, the system displays a prompt:

  (E)dit or (V)iew [V]--

If this is a first-time edit, choose E for Edit. The View option can be used to view any already existing edits.

The default value is N.

20. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the record.

21. EDIT DATE/TIME (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

Skills List Screen

This screen contains the specific language codes and skills (supported by the Skill Code Table) considered as minimum for this job description. Detail skill information that can be entered includes: skill code (description displayed from the code table), years of experience (99.9), proficiency rate (code table), supervisory experience with skill, and specialty in skill (code table). This information is used in establishing the Application Requisition.

Multiple skills can be entered using the scrolling screen.

```
                  General Hospital Job Description Master Processor
                                                Thu Jan 24, 1991 03:08 pm

  1 Job Desc Code          2 Job Description
    1500                      HR GENERALIST
  3 Other Requirements
    none
  4 Language 1             5 Language 2              6 Language 3
    01 English               SL   SIGN LANGUAGE
  7 SKILL CODE/DESCRIPTION     PROF RATE            YRS  SUPR? SPECIALTY
     DP Data Processing        Average Profici      2.0  Yes   CPML,COMP
    MISC Miscellaneous                              3.0  No    EDUC









  Enter field number or '/' starting field number--
                    next screen(/) or previous screen(/P) [/]
```

Field Explanations

1. JOB DESCRIPTION CODE (DISPLAY ONLY)
This field identifies the job description code associated with this record.

2. JOB DESCRIPTION (DISPLAY ONLY)
This field contains the literal job description associated with this record. Upon entry and
validation of the code, the description displays.

3. OTHER REQUIREMENTS (74-AN-O)
This field contains any additional requirements for the job description not already
identified on this screen or the Skills List Screen.

4. LANGUAGE 1 (2-AN-O)
This field contains the code identifying the first language (known or written) classified
as a requirement skill for this job description. Entry is validated against the Language
Code Table. Upon entry and validation of the code, the description displays. A hyphen
(-) can be entered to display a help list containing valid codes.

5. LANGUAGE 2 (2-AN-O)
This field contains the code identifying the second language (known or written)
classified as a requirement skill for this job description. Entry is validated against the
Language Code Table. After entry and validation of the code, the description displays.
A hyphen (-) can be entered to display a help list containing valid codes.

6. LANGUAGE 3 (2-AN-O)
This field contains the code identifying the third language (known or written) classified as a requirement skill for this job description. Entry is validated against the Language Code Table. After entry and validation of the code, the description displays. A hyphen (-) can be entered to display a help list containing valid codes.

Detail Skills Information

The following fields are entered in a scrolling screen, allowing for multiple skills to be defined for this job description.

SKILL CODE (4-AN-O)
This field contains the code identifying the specific skill level deemed a requirement for this job description. Entry is validated against the Skill Code Table. After entry and validation of the code, the code and the description displays. A hyphen (-) can be entered to display a help list containing valid codes.

SKILL CODE DESCRIPTION (DISPLAY ONLY)
This field contains the literal description of the specific skill level. Upon entry and validation of the Skill Code, the code and the description displays.

SKILL PROFICIENCY RATE (4-AN-O)
This field contains the code identifying the specific skill proficiency rating level deemed a requirement for this job description. Entry is validated against the Proficiency Code Table. Upon entry and validation of the code, the description displays. A hyphen (-) can be entered to display a help list containing valid codes.

SKILL YEARS OF EXPERIENCE (4-AN-O)
This field identifies the number of years of experience with the skill code considered a requirement for this job description. The field display format is 99.9.

SKILL SUPERVISORY EXPERIENCE (1-A-O)
This field is used to indicate whether supervisory experience with this skill is a requirement for this job description. Valid values are:

    Y   Yes, supervisory experience is a requirement.

    N   No, supervisory experience is not a requirement.

SPECIALTY CODES (4-AN-O)
This field is used to further identify the specific specialties desired for this skill code. Entry is validated against the Skill Specialty Code Table. After you enter the code, the system displays the description. A hyphen (-) can be entered to display a help list containing valid codes.

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Chapter 5 - REQUISITION MANAGEMENT

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INTRODUCTION

Requisition Management tracks all position openings in terms of position requirements, skills necessary, disposition, recruiting costs, and the candidates for the position requisition. All detail job applications from candidates are mapped to a requisition, using the Applicant Tracking function. In addition, a single requisition can be used for multiple applications.

Each requisition is established for a specific entity, department, and job description (the Payroll/Human Resources Position Control Master or Job Description Master).

Within an entity, the requisition number is an eleven-character field. The Applicant Management Parameters contain the number ranges for automatic assignment of requisition numbers by each entity. As with the applicant number, you can allow the system to automatically assign the requisition numbers by each appropriate entity, or you can input the number manually.

The Applicant Management Parameters also define the length of time the Requisition is to be retained on the system after all detail applications are deleted.

Requisition Data Flow

```
                                                    ┌──────────────────────┐
                                                    │Position Control Mstr │
                    ┌──────────────────────┐        ├──────────────────────┤
                    │  Requisition Master  │        │    By Entity Code    │
                    │   By Entity Code     │        │    By Department     │
                    │                      │  ┌──────────>  │    Job Class/Pos Nbr │
                    │  By Requisition Nbr  │  │     │                      │
                    │   By Position Cntl   │  │     └──────────────────────┘
                    │  Or Job Desc Master  │ <──│(parm)
                    │                      │  │     ┌──────────────────────┐
                    └──────────────────────┘  │     │   Job Description Mstr │
                               │              └──────────>  ├──────────────────────┤
                               │                    │   By Job Description  │
                    ┌──────────┼──────────────┐     │                      │
                    │          │              │     └──────────────────────┘
                    V          V              V         │  │
       ┌──────────────────┐ ┌──────────────┐ ┌──────────────────┐  │  │
       │ Requisition Status &│ │  Req Costs   │ │  Requisition     │ <──────│  │
       │  Applicant List  │ │ Information   │ ├──────────────────┤     │  │
       ├──────────────────┤ └──────────────┘ │   Requirements   │ <──────│  │
       │  Applicant...    │                   ├──────────────────┤        │
   │<> │  Applicant...    │                   │   Skills List    │ <──────│
   │                      │                   └──────────────────┘        │
   │   ┌──────────────────┐                                               │
   │   │ Detail Applications │                                            │
   │   ├──────────────────┤                                               │
   │── >> │  By Entity, Applicant, │ <──────────────────────────────────────│
   │   │    By Requisition    │
   │   ├─────────┬──────────┤
   │   ┌─────────┴──────────┐
   │   │ Disposition Status │
   │──>> │ Routing/Interview │
       └──────────────────┘
```

REQUISITION MANAGEMENT

After selecting the Requisition Management option from the Applicant Management menu, the system prompts you to enter this information:

Enter entity code or '-' for list--

Enter requisition number, 'XX-' to list, search(S), or add(A)--

Enter the code at each prompt or display and select from a list of entity codes or requisitions. The entity code entered remains in effect throughout the requisition process until it is changed to another entity.

Add a New Requisition

If the entered requisition number does not exist currently, the system allows you to add the requisition by displaying the following prompt:

Requisition does not exist! do you wish to add (Y/N) [N] --

If you enter **Y** for Yes, the system begins the requisition Add sequence.

To add a new requisition, you must identify the requisition with a specific requisition number, position department, and job opening (either job class/position, or job description master). To accommodate the identification, the system issues prompts you to enter the following information:

Enter requisition number [AUTOMATIC]--

The default Automatic allows the system to automatically assign a number.

The requisition number is the specific number assigned to each requisition at the time of system entry. The requisition number can be up to 11 characters, numeric entry. You have the following options:

- The requisition number can be manually assigned. To do this, you need to specify and enter the new requisition number.

- If you want to default to the system-assigned requisition number, press ENTER and the system automatically assigns the next requisition number. This is done in a sequential fashion within the defined entity. The actual requisition number is determined by adding one (1) to the Last Requisition Number Used field in the Applicant Management Parameters.

When a new requisition number is added (using automatic assignment, manual entry does not update the table entry), the Last Requisition Number Used value is updated.

This requisition number field identifies the requisition to the system so you can access status, education, prior employment, skills inventory, and detail application information by that requisition. The requisition number is entity specific.

Once you accept the requisition number as part of this screen, the requisition number cannot be changed. The default is the automatic number assignment.

NOTE: If you enter a requisition number that is the same as that of an existing requisition, the system displays the following error message:

> *Requisition [ ] already exists!*

Next, the system prompts you to enter the department with the specific job/position opening:

> *Enter department code or leading char'-' --*

Entries are validated against the entity's GL Department Master. You can enter a hyphen (-) to display a list of existing codes.

The next sequence of prompts is dependent on the Payroll/Human Resources Position Control Parameters.

If the parameter is set to Yes for this Entity, the system allows you to choose a position established by the Position Control Master. The prompt is:

> *Enter first characters of position desc`-`--*

You can enter a hyphen (-) to display a list of existing job classes and positions. You must select an entry from the Position Control Master codes.

If the parameter is set to No, the system prompts you to enter the job description from the Job Description Master:

> *Enter job description (-) or job description code--*

Entries are validated against the Job Description Master (not entity-specific). You can enter a hyphen (-) to display a list of existing job descriptions. In this instance, you must select an entry from the Job Description Master codes.

If the interface parameter is set to No, and both the Pay Grade and Pay Step are entered on the Requisition Master screen, the Hourly Rate defaults to the Minimum Hourly Rate on the Wage and Salary Matrix Master for the entered pay grade.

After you complete the Requisition header information, the system displays the main entry screen.

Copy an Existing Requisition

After you enter the requisition number to add, the next prompt allows you to create another requisition based on an existing requisition:

Do you wish to copy another requisition (Y/N) [N]--

If you enter **N** for No, no copying occurs. If you enter **Y** for Yes, the system prompts you to identify the source requisition to copy from:

Enter source requisition entity code or `-` to list--

Enter source requisition number or `XX-` to list--

After you select the entity code and requisition number, the system prompts you to override the source department code, position information from the source requisition:

Enter new requisition department, `-` to list [0000008060]--

Accept source requisition position {9999/999)(Y/N) [Y]--

NOTE: If you select the default (existing) job class/position from the source requisition, the system verifies that the existing job class and position are valid for the department selected. If the job class and position is not valid, the system will display an error message:

Position 9999/999 from Req# 999 not valid for Dept 9999999999!

If the default position is a job description, rather than a job class and position, the verification will not be performed.

The next prompt enables you to copy comments from the source requisition:

Do you wish to copy comments (Y/N) [N]--

If you enter **Y** to copy comments, the following fields are copied from the source requisition:

- Entry Date

- Disposition/Status

- Disposition Date

- Comments

- Edit Req Text

• Delete Indicator

Searching Existing Requisitions for Display and Edit

At the initial prompt:

Enter requisition number, 'XX-' to list, search(S), or add(A)--

the XX to list option allows you to qualify the requisitions listing by entering the first few digits of the requisitions number followed by a hyphen (-). For example, you can enter **92-** to display a list of all requisitions whose numbers begin with 92, as shown below:

```
                General Hospital Requisition Management Processor
                                                 Wed Aug 12, 1992 02:15 pm
     Ent : COUNTY GENERAL



     Page:01   Req Nbr     Department        Job Class/Pos Requested        Shift
               Disposition/Status          Disp Date         Rq St Hrs/Wk  FTEs
     ( 1)          92001  000000/8050       200/001 DP Clerical               07
               S/Offer Outstanding Req      07/23/1992        O   37.50   1.00

     ( 2)          92002  000000/8060       311/904 Ward Clerk                08
               O/Open Requisition           06/29/1992        O   37.50   1.00

     ( 3)          92003  000000/8076       455/904 Driver                    01
               C/Closed Requisition         07/13/1992            .00    1.00




     Enter choice--

```

If you enter **S** for the Search option, the system displays a second prompt for the disposition/status:

Enter requisition disposition status, `-` to list [ALL]--

The requisition disposition/status options are:

C	Closed Requisition
F	Filled Requisition
H	Hold Requisition
S	Offer Outstanding
O	Open Requisition

After you pick a requisition code, the system prompts you for the department code and beginning and ending dates:

Enter department code or leading char'-' [ALL]--

This prompt refers to the requisition department or departments to limit the search criteria. Only those requisitions defined for the chosen departments, inclusive with the other criteria, are to be included in the search. Entries are validated against the entity's GL Department Master. You can enter a hyphen (-) to display a list of existing codes. From these entries, you can select one or multiple departments to be included in the search. The default entry [ALL] enables you to include all departments defined in the search.

Enter beginning search Disp Date Deadline (M/D/Y) [01/01/[current year]]--

Enter ending search Disp Date Deadline (M/D/Y) [12/31/[current year]]--

These prompts refer to the inclusive date range, based on disposition date of the requisitions. The two system defaults, 01/01/[current year] and 12/31/[current year], allow selection of all entered requisitions for the current calendar year. The dates define the maximum low value and high value for the search.

After you select and enter the requisition search criteria, the system displays the found entries on the Requisition Select Screen. You can then select the desired requisition for display or edit. At this point, the process operates the same as entry of the hyphen (-) key table lookup option.

Requisition Selection Screen

When you enter the hyphen (-) key during table lookup or during the search process, the system displays the following Requisition Selection Screen:

```
              General Hospital Requisition Management Processor
                                        Wed Nov 04, 1992 11:30 am
   Ent : COUNTY GENERAL



   Page:01   Req Nbr     Department      Job Class/Pos Requested        Shift
             Disposition/Status          Disp Date         Rq St Hrs/Wk   FTEs
   ( 1)            15  000000/8050      200/001 DP Clerical             07
              O/Open Requisition        07/22/1992         O    37.50   1.00

   ( 2)           322  000000/8050      6800/001 RN - Instructor        07
              H/Hold Requisition        09/01/1992         O    37.50   1.00

   ( 3)           888  000000/8090      725/009 - Computer Operator
              O/Open Requisition        09/01/1992              .00   1.00

   ( 4)         90322  000000/8050      3456/908 Accounting Clerk       07
              C/Closed Requisition      08/31/1992         O    37.50   1.00

   Enter choice--
                              / = next page
```

Field Explanations

ENTITY DESCRIPTION (DISPLAY ONLY)
This field contains the entity description for all the requisitions displayed.

1. SELECTION CHOICE OPTION (DISPLAY ONLY)
This field is the system-generated number identifying the selection option on the screen. Entry of this number displays the Requisition Main Entry Screen for the associated record.

NUMBER (DISPLAY ONLY)
This field displays the requisition number assigned.

DEPARTMENT (DISPLAY ONLY)
This field displays the associated position department for which this requisition is defined.

NOTE: The Department is displayed in the format established by General Ledger.

JOB CLASS/POSITION REQUESTED (DISPLAY ONLY)
This field displays the associated position job class, position number and description from Position Control Master or the Job Description Master entry for which this requisition is defined.

SHIFT (DISPLAY ONLY)
This field contains the specific shift code entered for the requisition.

DISPOSITION/STATUS (DISPLAY ONLY)
This field contains the current disposition code and status of the requisition.

DISPOSITION DATE (DISPLAY ONLY)
This field contains the date of change of disposition status. Display format of the date is MM/DD/YYYY.

REQUISITION STATUS (DISPLAY ONLY)
This field indicates the requisition status. Values are:

C	Closed Requisition
F	Filled Requisition
H	Hold Requisition
S	Offer Outstanding
O	Open Requisition

HOURS PER WEEK (DISPLAY ONLY)
This field contains the proposed work hours per week for this requisition. Display
format is 99.99.

FTEs (DISPLAY ONLY)
This field displays the number of Full-Time Equivalents are budgeted to be filled via
this requisition. The field displays in 999.99.

After you select an existing requisition, the system displays the associated Requisition
Detail Menu:

```
              General Hospital Requisition Management Processor
                                        Thu Nov 05, 1992 08:18 am
 Ent : COUNTY GENERAL
  1 Req Nbr     2 Department           3 Job Class/Position Requested
    92001          000000/8050           DP Clerical
  4 Shift Code            5 Entry Date  6 Disposition/Status   7 Disp Date
    07 12 Hours Day 7-7     06/29/1992    S Offer Outstanding    07/23/1992

             Option No.  Option
             ---------------------------------------
                 1       Requisition Main Entry Information
                 2       Requisition Requirements/Skills
                 3       Requisition Costs
                 4       Requisition Status & Applicants




 Enter option number [Requisition Main Entry Information]--
```

Requisition Main Entry Information

The detail entry data is divided into two main entry screens. The first screen details
the Requisition Status, the EEO/AAP information, the requesting manager, and any
comments or notes in reference to the requisition. Following entry or edit of the first
screen, the second Requisition main entry screen is displayed.

The second main entry screen defines the position definitions such as position type,
FTE, hours, and pay conditions.

Subsequent screens for the requisition are accessed from the Requisition Detail Menu.
These screens include the Requisition Requirements/Skills List screen, the Requisition
Costs Screen, and the Requisition Status and Applicants screen.

The system enables you to enter free-form editor text for additional comments on the
requisition (as in the Job Description Master). Entering **Y** for Yes in the Edit Text? field
provides a full-page editor for additional requisition information.

When you choose this option from the menu, the system displays the following screen:

```
                General Hospital Requisition Management Processor
                                           Thu May 28, 2009 04:07 pm
 Ent : COUNTY GENERAL
  1 Req Nbr     2 Department              3 Job Class/Position Requested
    10000000007    000000/8060               Ward Clerk
  4 Shift Code              5 Entry Date  6 Disposition/Status    7 Disp Date
    08 12 Hours Night 7-7     08/12/1992    C Closed Requisition    08/12/1992
  8 Job Description
    Clerk
  9 EEOC Code                  10 EEOJ Code
    9 SERVICE WORKERS             5 Para-Professionals
 11 AAP Job Code               12 Requesting Manager
    4A REPRESENTATIVE             Moore,Joe
 13 Comments                                        14 Edit Req Text?
                                                       No
 15 Delete Indicator      16 Edit By             17 Edit Date/Time
    No                        Holland,Helen          08/12/92 02:31p




 Accept this screen? (Y/N) [Y]--
```

Field Explanations

ENTITY DESCRIPTION (DISPLAY ONLY)
This field contains the entity description for the requisitions displayed.

1. REQUISITION NUMBER (11-N-D)
This field contains the number assigned to each requisition at the time of system entry. The system provides several options:

- Manually assign the requisition number

- Allow the system to automatically assign the requisition number sequentially. The actual requisition number is determined by adding 1 to the Last Requisition Number Used field in the Applicant Management Parameters. When a new requisition number is added, the system updates the Last Requisition Number Used value.

This Requisition Number field identifies the requisition to the system so that you can access status, education, prior employment, skills inventory, and detail application information by that requisition. The requisition number is entity specific.

Once the requisition number is accepted as part of this screen, the requisition number cannot be changed. The field default is for automatic number assignment.

2. DEPARTMENT (10-N-D)
This field contains the budgeting department for the specific position. Entries are validated against the entity's GL Department Master. You can enter a hyphen (-) to display a list of existing codes.

NOTE: The Department is displayed in the format established by General Ledger.

3. JOB CLASS/POSITION REQUESTED (DISPLAY ONLY)
This field displays the associated position job class and position number and description for which this requisition is defined. Sample job classes are LPNs, RNs, and Ward Clerks. Entries are validated against the Job Class Master and the Position Control Master. The description associated with the entered code displays upon validation.

NOTE: The field always reflects the requisition governing description.

4. SHIFT CODE REQUESTED (3-AN-O)
This field contains the specific shift code requested for this requisition. Entry is validated against the Shift Code Table. Upon entry and validation of the code, the description displays. A hyphen (-) can be entered to display a help list containing valid codes.

5. ENTRY DATE (6-N-R)
This field contains the original entry date of the requisition into the Requisition Management records. This field is used to date the requisition in the system, and may be used for retention processing.

At the time of the addition, the system automatically loads the system date. You can override this date by entering another date, or by using the *T+/-* date entry convention. The display format is MM/DD/YYYY.

6. DISPOSITION/STATUS (1-A-R)
This field contains the current disposition/status of the requisition. Entry is validated against the Requisition Disposition/Status Code Table. Upon entry and validation of the code, the description displays. A hyphen (-) can be entered to display a help list containing valid codes. There are five Requisition Disposition/Status entries (defined by McKesson):

       C   Closed Requisition

       F   Filled Requisition

       H   Hold Requisition

       S   Offer Outstanding

       O   Open Requisition

7. DISPOSITION DATE (6-N-R)
This field contains the date of Disposition/Status. Every time the Disposition/Status value is changed, the system automatically sets this date to the system date. You can override this value. Display format of the date is MM/DD/YYYY.

8. JOB DESCRIPTION CODE (6-AN-O)
This field contains the generic job description code associated with this requisition and
position. Entry is always validated against the Job Description Master. A hyphen (-)
can be entered to display a help list containing valid codes. Upon entry and validation
of the code, the code and description display.

When the Job Description Code is entered, all associated job requirements, skill codes
and descriptions entered in the Job Description Master are extracted and stored in the
requisition.

NOTE: If the Position Control Interface Indicator for the entity is *not* set to YES on the
Applicant Management Parameter screen, this field defaults to the Job
Description code entered in the Job Description field and displayed in the Job
Class/Position Requested field.

If the interface indicator is set to YES, this field is blank so that you can enter
the appropriate Job Description Code.

If the Job Description Code is changed, the system first prompts you to revise all the
associated skills inventory:

Update requisition requirements based on new job description (Y/N) [Y]--

NOTE: This prompt refers to a revised job description. If you enter **N** for No, the
system does not load the requirements from the Job Description Master or the
Job Description Edit Text.

If you enter **Y** for Yes, the system erases all previous skills inventory and replaces it
with the new job descriptions skills inventory from the Job Description Master.

Next, the system prompts you to carry-forward the Job Description Edit Text (User
free-form entry):

Update Edit Req Note based on new job description Edit Note? (Y/N) [Y]--

NOTE: This is a revised job description. If you enter **N** for No, the system will not load
requirements from the Job Description Master.

If you enter **Y** for Yes, the system erases all previous notes for this requisition and
replaces them with the new job description's Edit Text.

9. EEOC CODE (1-N-R) or (3-NC-R)
This field contains the EEOC Category Code (Manager, Professional) associated with
this job classification. This code, when combined with the applicant's EEO origin
Code, make up the valid EEOC Codes for Equal Employment reporting. Entries are
validated against the EEOC Category Code Type. A hyphen (-) can be entered to
display a list containing valid codes. The description associated with the code is
displayed upon validation of the code.

NOTE: This field initially defaults to the EEOC Code, either from the Job Class Master or the Job Description Master, depending on the Position Control Interface Indicator value.

10. EEOJ CODE (1-A-O)
This field contains the EEO Job Category Code associated with this requisition. Entries are validated against the EEO Job Category Code Type. A hyphen (-) can be entered to display a help list containing valid codes. The description associated with the code is displayed upon validation of the code.

11. AAP JOB CODE (4-AN-O)
This field contains the Affirmative Action Job Code associated with this position for this requisition. Entries are validated against the AAP Job Code Table. A hyphen (-) can be entered to display a help list containing valid codes. The description associated with the code is displayed upon validation of the code.

NOTE: This field initially defaults to the AAP Job Code associated with the Job Description Master.

12. REQUESTING MANAGER (37-AN-O)
This field contains the name of the manager requesting this requisition. The transaction prompt allows for free-form entry of the name or entry from the Employee Master via employee name within the entity defined for the requisition or hyphen (-) lookup. If the name is entered via free-form, then the name must be preceded by an asterisk (*). This special character tells the system that this is free-form and will not initiate an employee lookup. The asterisk is not stored with the name.

13. COMMENTS (50-AN-O)
This field contains any free-form comments made to further describe this requisition. This field is initialized from the Job Description Master, Comments field. This field is used for reporting purposes.

NOTE: This is the same field as the Comments on the Requisition Requirements screen. Any changes made to one of these fields affects the other.

14. EDIT REQUISITION TEXT? (1-A-O)
For each requisition, free-form text can be entered using a full-page editor function. This field is used to indicate whether entry or modification must be made to the free-form editor text information. Valid values are:

    Y   Yes, the editor text needs modification.

    N   No modifications are needed. The editor screen will not display.

    The default is N.

If you enter **Y**, the system displays the editor file and functions. Following entry of the information, the system returns to the Main Entry Screen.

15. DELETE INDICATOR (1-A-R)
This field indicates whether the system deletes this requisition's records, in accordance with the Requisition Retention Parameters and the Purge Process from Retention/ Purge Processes. Valid values are:

N   No, do not delete this requisition information

Y   Yes, delete this requisition. The Purge Process does the actual delete. The system will not let you manually set the indicator to Yes if any applicants are associated with this application.

The default is N. Should you change the indicator from No to Yes, the system issues the following warning notice:

Are you sure you want to delete all requisition records (Yes/No) [N]--

To delete, you must enter **YES** at the prompt.

16. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who made the last change against this requisition record.

17. EDIT DATE/TIME (DISPLAY ONLY)
This field contains the date and time of the last change made against this requisition record.

After you complete and accept the screen, the system automatically displays the second Main Entry screen. The second Requisition Main Entry screen enables you to identify the position for type and pay.

```
              General Hospital Requisition Management Processor
                                          Thu Jan 24, 1991 03:59 pm
 Ent : COUNTY GENERAL
  1 Req Nbr      2 Department              3 Job Class/Position Requested
    10000000007    000000/8060               Repairman
  4 Disposition/Status        5 Disp Date
    C Closed Requisition        08/12/1992
  6 Work Status            7 Hrs/Wk  8 FTEs    9 Position Type
    O On-Call                37.50      1.00     OC On-Call
 10 Pay Status            11 Eff Dt-To        12 Pos Fill Type
    Non-Exempt               06/29/1992          Addition
 13 Pay Grade            14 Pay Step              15 Hrly Rate
    81 Environ. Svcs. - Mecha   MID Mid Point           $10.50
 16 Reloc Exp? 17 Travel %  18 Edit By            19 Edit Date/Time
    No           0.00       Holland, Helen         08/12/92 02:31pm




 Enter field number or '/' starting field number--
               next screen(/) or previous screen(/P) [/]
```

Field Explanations

ENTITY DESCRIPTION (DISPLAY ONLY)
This field contains the entity description for the requisitions displayed.

1. REQUISITION NUMBER (DISPLAY ONLY)
This field displays the requisition number assigned.

2. DEPARTMENT (DISPLAY ONLY)
This field displays the associated position department for which this requisition is defined.

NOTE: The Department is displayed in the format established by General Ledger.

3. JOB CLASS/POSITION REQUESTED (DISPLAY ONLY)
This field displays the associatedjob class/position for which this requisition is defined.

4. DISPOSITION/STATUS (DISPLAY ONLY)
This field contains the current status of the requisition.

5. DISPOSITION DATE (DISPLAY ONLY)
This field contains the date of change of disposition status. Display format of the date is MM/DD/YYYY.

6. WORK STATUS (2-AN-O)
This field indicates the type of work status (for example: full-time, part-time, relief, on-call, etc.) for the requisition position. Entries are validated against the Work Status Code Table. You can enter a hyphen (-) for a help list containing valid codes. This information is initially extracted from the Position Control Master, if it is interfaced.

7. HOURS PER WEEK (5-N-O)
This field contains the proposed work hours per week for this requisition. Display format is 99.99.

8. FTEs (6-N-O)
This field contains the number of Full-Time Equivalents that are to be filled via this requisition. The display format is 999.99. Default is 1.00.

9. POSITION TYPE CODE (2-AN-O)
This field identifies the type of position that is represented in this requisition. Entries are validated against the Position Type Code Table. A hyphen (-) can be entered to display a help list containing valid codes. The abbreviated description associated with the code is displayed upon validation of the code. Examples of position type are regular, temporary, seasonal, grant, and special funding.

10. PAY STATUS (1-A-O)
This field identifies whether the position is exempt or non-exempt. Valid entries are:

    E — Exempt

N — Non-Exempt

11. EFFECTIVE DATE - TO (6-N-O)
This field is used to indicate dates for temporary or seasonal positions. The date displays in MM/DD/YYYY format.

12. POSITION FILL TYPE INDICATOR (1-N-O)
This field is used to indicate whether a requisition is to replace an existing position or whether it is a new, additional position to be filled. This value is used for reporting purposes. Valid values are:

R — Replacement; a replacement position

A — Addition; an additional, new position

The default is Replacement.

13. PAY GRADE (3-AN-O)
This field contains the code identifying the range of valid hourly rates to which this requisition is defined. Entries are validated against the Wage and Salary Matrix Master. A hyphen (-) can be entered to display a help list containing valid codes.

When the job class/position number is entered, the system loads the pay grade code associated with the Position Control Master. The field is then Display Only.

14. PAY STEP (3-AN-C)
This field contains the code identifying the specific step within the pay grade of the valid hourly rate range for which this requisition is defined. Entries are validated against the Wage and Salary Matrix Master. A hyphen (-) can be entered to display a help list containing valid steps within the entered pay grade. If the pay grade is entered, this is a required field.

15. HOURLY RATE (11-N-O)
This field contains the defined hourly rate for this requisition. If the Pay Grade and Pay Step are entered, the Hourly Rate is compared to the range of hourly rates. If the entered value is outside the range from the Wage and Salary Matrix, the system notifies you with the following prompt:

Entered hourly rate not defined for pay range. Accept? (Y/N)--

During initial requisition entry, the Position Control Master (if it is interfaced) is accessed and the Budgeted Hourly Rate is entered here. You can override this amount.

16. RELOCATION EXPENSES PAID INDICATOR (1-A-O)
This field indicates whether the organization will pay for any relocation costs in order to fill the position. Valid values are:

Y — Yes, the organization will pay for relocation.

N — No, the organization will not pay for relocation.

The default is No.

17. TRAVEL PERCENTAGE (6-N-O)
This field is used to indicate the overall percentage of work time spent in travel in this position. The display format is 999.99 (where 100.00 equals 100% or 5.15 equates to 5.15%). For example, entry of 5 is translated as 5.00, or 5%.

18. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who made the last change against this requisition record.

19. EDIT DATE/TIME (DISPLAY ONLY)
This field contains the date and time of the last change made against this requisition record.

After you complete the screen and move to the next screen, the system displays the Requisition Management Detail Menu again. The menu displays when you select an existing requisition, following entry of the second Requisition Main Entry screen, and following each subsequent screen entry. The Detail Menu provides the ability to navigate within the requisition to access the Requirements/Skills List, Costs, and the Requisition Status and Applicant List screens. After you select an option from this menu, the system displays the associated screen process. If there is no selection, the system returns you to the requisition selection process.

Requirements/Skills

The Requisition Requirements/Skills function contains two screens. The first screen allows for the association of the requisition and job description, as well as education, experience and other requirements.   The header information is extracted and displayed from the Main Entry Screen.

The first screen displays when you choose this option from the menu:

```
                General Hospital Requisition Management Processor
                                                 Wed Aug 12, 1992 02:32 pm
  Ent : COUNTY GENERAL
   1 Req Nbr       2 Department              3 Job Class/Position Requested
     2               000000/8060               Mechanic
   4 Shift Code       5 Disposition/Status        6 Disp Date
     08 12 Hours Nt     O Open Requisition            07/23/1992
   7 Job Description
     Mechanic Level 2
   8 Cert/License 1            9 Cert/License 2

  10 Minimum Education Level    11 Degree          12 Major/Study Field

  13 Experience Level        14 Yr Exp  15 Supr? 16 Specialty Codes

  17 Other Requirements

  18 Comments
     This is a second copied requisition


  Enter field number or '/' starting field number--
                    next screen(/) or previous screen(/P) [/]
```

Field Explanations

ENTITY DESCRIPTION (DISPLAY ONLY)
This field contains the entity description for the requisitions displayed.

1. REQUISITION NUMBER (DISPLAY ONLY)
This field displays the requisition number assigned.

2. DEPARTMENT (DISPLAY ONLY)
This field displays the associated position department for which this requisition is defined.

NOTE: The Department is displayed in the format established by General Ledger.

3. JOB CLASS/POSITION REQUESTED (DISPLAY ONLY)
This field displays the associatedjob class/position for which this requisition is defined.

4. SHIFT CODE REQUESTED (DISPLAY ONLY)
This field contains the specific shift code entered for the requisition.

5. DISPOSITION/STATUS (DISPLAY ONLY)
This field contains the current disposition/status of the requisition.

6. DISPOSITION DATE (DISPLAY ONLY)
This field contains the date of change of disposition status. Display format of the date is MM/DD/YYYY.

7. JOB DESCRIPTION CODE (DISPLAY ONLY)
This field is the same as the Job Description Code from the Main Entry Screen. It is repeated here for skill definition clarity. This field contains the job description code associated with this position and requisition. Entry is validated against the Job Description Master.

The Job Description field associates this Requisition with a particular Job Description. After entry of the code on the Main Entry screen, all associated information from the Job Description Master is extracted and displayed here. All changes of the skills/ requirements are saved for this requisition, allowing the Job Description Master to retain the generic description and requirements.

8. CERTIFICATE/LICENSE 1 (2-AN-O)
This field contains the code identifying the first certificate, license, or permit deemed a requirement skill for this requisition. This value is initialized from the Job Description Master, Cert/License 1 field. Entry is validated against the Certificate/License/ Permit Code Table. Upon entry and validation of the code, the system displays the description. A hyphen (-) can be entered to display a help list containing valid codes.

9. CERTIFICATE/LICENSE 2 (2-AN-O)
This field contains the code identifying the second certificate, license, or permit deemed a requirement skill for this requisition. This value is initialized from the Job Description Master, Cert/License 2 field. Entry is validated against the Certificate/ License/Permit Code Table. Upon entry and validation of the code, the system displays the description. A hyphen (-) can be entered to display a help list containing valid codes.

10. MINIMUM EDUCATION LEVEL (4-AN-O)
This field contains the code identifying the minimum education level deemed a requirement skill for this requisition. This value is initialized from the Job Description Master, Minimum Education Level field. Entry is validated against the Education Level Code Table. Upon entry and validation of the code, the system displays the description. A hyphen (-) can be entered to display a help list containing valid codes.

11. DEGREE (2-AN-O)
This field contains the code identifying the education degree or certificate considered an educational requirement skill for this requisition. This value is initialized from the Job Description Master, Degree/Certificate. Entry is validated against the Certificate/ License/Permit Code Table (Degree Codes). When the code is entered and validated, the system displays the description. A hyphen (-) can be entered to display a help list containing valid codes.

12. MAJOR/STUDY FIELD (4-AN-O)
This field contains the code identifying the educational major or field of study considered an educational requirement skill for this requisition. This value is initialized from the Job Description Master, Major/Study Field. Entry is validated against the Field of Study Code Table. Upon entry and validation of the code, the system displays the description. A hyphen (-) can be entered to display a help list containing valid codes.

13. EXPERIENCE LEVEL (3-AN-O)
This field contains the code identifying the minimum experience level deemed a requirement skill for this requisition. This value is initialized from the Job Description Master, Experience Level field. Entry is validated against the Experience Level Code Table. Upon entry and validation of the code, the system displays the description. A hyphen (-) can be entered to display a help list containing valid codes.

14. YEARS OF EXPERIENCE (4-AN-O)
This field identifies the number of years of experience, at the experience level indicated, deemed a requirement for this requisition. This value is initialized from the Job Description Master, Years of Experience. The field display format is 99.9.

15. SUPERVISORY EXPERIENCE (1-A-O)
This field is used to indicate whether supervisory experience is a requirement for this requisition. This value is initialized from the Job Description Master, Supervisory Experience. Valid values are:

Y —   Yes, supervisory experience is a requirement.

N —   No, supervisory experience is not a requirement.

16. SPECIALTY CODES (MULTIPLE) (4-AN-O)
This field is used to further identify the specific specialties desired for the experience level for this requisition. Multiple codes can be entered. This value is initialized from the Job Description Master, Specialty Code field. Entry is validated against the Skill Specialty Code Table. After you enter the code, the system displays the description. A hyphen (-) can be entered to display a help list containing valid codes.

17. OTHER REQUIREMENTS (74-AN-O)
This field contains any additional requirements for the requisition not already identified on this screen or the Skills List Screen. This value is initialized from the Job Description Master, Specialty field.

18. COMMENTS (50-AN-O)
This field contains any free-form comments made to further describe this requisition. This value is initialized from the Job Description Master, Comments field. This field is used for reporting purposes.

NOTE: This is the same field as the Comments on the Requisition Main Entry screen. Any changes made to one of these fields affects the other.

The second screen of the Requisition Requirements/Skills option allows for entry of language and detail skills inventory requirements.

The individual skills are displayed and entered in a scrolling screen. An example of this screen is shown below.

```
              General Hospital Requisition Management Processor
                                          Thu Jan 24, 1991 03:59 pm
 Ent : GENERAL HOSPITAL
  1 Req Nbr      2 Department               3 Job Class/Position Requested
    1              000000/6010                ASTHNU Asst Head Nurse
  4 Shift Code        5 Disposition/Status          6 Disp Date
    02 Weekday 3-11    S Offer Outstanding Req      12/18/1991
  7 Job Description
    ASTHNU Asst Head Nurse
  8 Language 1              9 Language 2             10 Language 3
    01 English              10 Sign Language
 11 SKILL CODE/DESCRIPTION     PROF RATE       YRS   SUPR? SPECIALTY CODES
    DS Day Surgery             Average Pr      1.0   No
    ER Emergency               EXPERIENCE      3.0   Yes   ACUT




 Enter field number or '/' starting field number--
                  next screen(/) or previous screen(/P) [/]
```

Field Explanations

ENTITY DESCRIPTION (DISPLAY ONLY)
This field contains the entity description for the requisitions displayed.

1. REQUISITION NUMBER (DISPLAY ONLY)
This field displays the requisition number assigned.

2. DEPARTMENT (DISPLAY ONLY)
This field displays the associated position department for which this requisition is defined.

NOTE: The Department is displayed in the format established by General Ledger.

3. JOB CLASS/POSITION REQUESTED (DISPLAY ONLY)
This field displays the associated job class/position description for which this requisition is defined.

4. SHIFT CODE REQUESTED (DISPLAY ONLY)
This field contains the specific shift code entered for the requisition.

5. DISPOSITION/STATUS (DISPLAY ONLY)
This field contains the current disposition/status of the requisition.

6. DISPOSITION DATE (DISPLAY ONLY)
This field contains the date of change of disposition status. Display format of the date is MM/DD/YYYY.

7. JOB DESCRIPTION CODE (DISPLAY ONLY)
This field contains the job description code associated with this position and requisition. This job description defines the associated skill set.

8. LANGUAGE 1 (2-AN-O)
This field contains the code identifying the first language (known or written) classified as a requirement skill for this requisition. This value is initialized from the Job Description Master, Language 1 field. Entry is validated against the Language Code Table. Upon entry and validation of the code, the system displays the description. A hyphen (-) can be entered to display a help list containing valid codes.

9. LANGUAGE 2 (2-AN-O)
This field contains the code identifying the second language (known or written) classified as a requirement skill for this requisition. This value is initialized from the Job Description Master, Language 2 field. Entry is validated against the Language Code Table. Upon entry and validation of the code, the system displays the description. A hyphen (-) can be entered to display a help list containing valid codes.

10. LANGUAGE 3 (2-AN-O)
This field contains the code identifying the third language (known or written) classified as a requirement skill for this requisition. This value is initialized from the Job Description Master, Language 3 field. Entry is validated against the Language Code Table. Upon entry and validation of the code, the system displays the description. A hyphen (-) can be entered to display a help list containing valid codes.

11. DETAIL SKILLS INFORMATION
The following fields are entered in a scrolling screen, allowing for multiple skills to be defined for this requisition. Initial display information is extracted and stored from the associated Job Description Master. Any value can be overridden for this requisition.

SKILL CODE (4-AN-O)
This field contains the code identifying the specific skill level deemed a requirement for this requisition. This value is initialized from the Job Description Master, Skill List. Entry is validated against the Skill Code Table. Upon entry and validation of the code, the system displays the code and the description. A hyphen (-) can be entered to display a help list containing valid codes.

SKILL CODE DESCRIPTION (DISPLAY ONLY)
This field contains the literal description of the specific skill level. Upon entry and validation of the Skill Code, the system displays the code and the description.

SKILL PROFICIENCY RATE (4-AN-O)
This field contains the code identifying the specific skill proficiency rating level deemed a requirement for this requisition. This value is initialized from the Job Description Master, Skill Proficiency Rate. Entry is validated against the Proficiency Code Table. Upon entry and validation of the code, the system displays the description. A hyphen (-) can be entered to display a help list containing valid codes.

SKILL YEARS OF EXPERIENCE (4-AN-O)
This field identifies the number of years of experience with the skill code that is considered a requirement for this requisition. This value is initialized from the Job Description Master, Skill Years of Experience. The field display format is 99.9.

SKILL SUPERVISORY EXPERIENCE (1-A-O)
This field is used to indicate whether supervisory experience with this skill is required for this requisition. This value is initialized from the Job Description Master, Skill Supervisory Experience. Valid values are:

   Y — Yes, supervisory experience is a requirement.

   N — No, supervisory experience is not a requirement.

SPECIALTY CODES (4-AN-O)
This field is used to further identify the specific skill specialties desired for the requisition. This value is initialized from the Job Description Master, skill Specialty Codes field. Entry is validated against the Skill Specialty Code Table. After you enter the code, the system displays the description. A hyphen (-) can be entered to display a help list containing valid codes.

Requisition Costs

The Requisition Costs Screen, accessed from the Requisition Management Detail Menu, enables you to maintain the associated costs in filling this requisition. The Requisition Costs are manually maintained.

```
              General Hospital Requisition Management Processor
                                         Thu Jan 24, 1991 03:59 pm
 Ent : GENERAL HOSPITAL
  1 Req Nbr      2 Department             3 Job Class/Position Requested
    1              000000/6010              ASTHNU Asst Head Nurse
  4 Shift Code      5 Disposition/Status       6 Disp Date
    02 Weekday 3-11    S Offer Outstanding Req      12/18/1991
                         REQUISITION COSTS
  7 Advertisement      8 Interview         9 Travel/Lodge
        75.00
 10 Empl Referral    11 Agency Fees      12 Relocation

 13 Other            14 Other Description             15 TOTAL COSTS
        10.00           COMMISSION                        85.00




 Enter field number or '/' starting field number--
                 next screen(/) or previous screen(/P) [/]
```

Field Explanations

ENTITY DESCRIPTION (DISPLAY ONLY)
This field contains the entity description for the requisitions displayed.

1. REQUISITION NUMBER (DISPLAY ONLY)
This field displays the requisition number assigned.

2. DEPARTMENT (DISPLAY ONLY)
This field displays the associated position department for which this requisition is defined.

NOTE: The Department is displayed in the format established by General Ledger.

3. JOB CLASS/POSITION REQUESTED (DISPLAY ONLY)
This field displays the associated job class/position for which this requisition is defined.

4. SHIFT CODE REQUESTED (DISPLAY ONLY)
This field contains the specific shift code entered for the requisition.

5. DISPOSITION/STATUS (DISPLAY ONLY)
This field contains the current disposition/status of the requisition.

6. DISPOSITION DATE (DISPLAY ONLY)
This field contains the date of change of disposition status. Display format of the date is MM/DD/YYYY.

7. ADVERTISEMENT COSTS (10-N-O)
This field contains the total advertisement costs associated with this requisition. The display format is 999,999.99.

8. INTERVIEW COSTS (10-N-O)
This field contains the total costs of applicant interviewing associated with this requisition. The display format is 999,999.99.

9. TRAVEL/LODGING COSTS (10-N-O)
This field contains the total costs of travel and lodging of the applicants associated with this requisition. The display format is 999,999.99.

10. EMPLOYEE REFERRAL COSTS (10-N-O)
This field contains the total costs for employee referral payments associated with this requisition. The display format is 999,999.99.

11. EMPLOYMENT AGENCY COSTS (10-N-O)
This field contains the total costs for employment agency payments associated with this requisition. The display format is 999,999.99.

12. RELOCATION & MOVING COSTS (10-N-O)
This field contains the total costs for hired employee relocation and moving associated with this requisition. The display format is 999,999.99.

13. OTHER COSTS (10-N-O)
This field contains other costs, not identified by the defined categories, associated with this requisition. The display format is 999,999.99.

14. OTHER COSTS DESCRIPTION (25-AN-O)
This field contains the user-supplied description of the Other Costs field, associated with this requisition.

15. TOTAL COSTS (DISPLAY ONLY)
This field is the total accumulation of the various costs entered. When any cost field is updated, the system automatically updates this field with the revised amount. The display format is 9,999,999.99. This field is updated continually from the other costs fields.

Requisition Status and Applicants

The Requisition Status and Applicants function contains three screens. They are used in updating the requisition status, the requisition status dates and to review all the applicants for the position. The header information on each screen is extracted and displayed from the Main Entry Screen.

The Status screen enables you to maintain the status of the requisition, to view the person hired to fill the position, and all others applying for this position, and to update the actual applicant's status within this requisition.

```
                General Hospital Requisition Management Processor
                                            Wed Aug 12, 1992 02:32 pm
 Ent : COUNTY GENERAL
  1 Req Nbr      2 Department              3 Job Class/Position Requested
    2            000000/8060                   RN
  4 Shift Code     5 Entry Date   6 Disposition/Status      7 Disp Date
    08 12 Hours Nt   07/22/1992     O Open Requisition         07/23/1992
  8 Date Recvd      9 Date Appvrd 10 Deadline   11 Date Postd 12 Date Filled
                     07/23/1992     07/23/1992    07/23/1992    07/23/1992








    Enter field number or '/' starting field number--
                  next screen(/) or previous screen(/P) [/]
```

Field Explanations

ENTITY DESCRIPTION (DISPLAY ONLY)
This field contains the entity description for the requisitions displayed.

1. REQUISITION NUMBER (DISPLAY ONLY)
This field displays the requisition number assigned.

2. DEPARTMENT (DISPLAY ONLY)
This field displays the associated position department for which this requisition is defined.

NOTE: The Department is displayed in the format established by General Ledger.

3. JOB CLASS/POSITION REQUESTED (DISPLAY ONLY)
This field displays the associated job class/position description for which this requisition is defined.

4. SHIFT CODE REQUESTED (DISPLAY ONLY)
This field contains the specific shift code entered for the requisition.

5. ENTRY DATE (6-N-R)
This field contains the original entry date of the requisition into the Requisition Management records. This field is used to date the requisition in the system, and may be used for retention processing.

At the time of the addition, the system automatically loads the system date. You can override this date by entering another date, or by using the *T+/-* date entry convention. The display format is MM/DD/YYYY.

6. DISPOSITION/STATUS (1-A-R)
This field contains the current disposition status of the requisition. There are five Requisition Disposition/Status Code Table entries (defined by McKesson):

C	Closed Requisition
F	Filled Requisition
H	Hold Requisition
S	Offer Outstanding
O	Open Requisition

7. DISPOSITION DATE (6-N-R)
This field contains the date of disposition/status. Each time the disposition/status is changed, the system automatically sets this date to the system date. You can override this value. Display format of the date is MM/DD/YYYY.

8. DATE RECEIVED (6-N-O)
This field is used to indicate the date that the requisition was received from the department by Human Resources. The date displays in the format MM/DD/YYYY.

9. DATE APPROVED (6-N-O)
This field is used to indicate the date that the requisition is approved by management and Human Resources. This field is used to age the requisition on the requisition reports. The date displays in the format MM/DD/YYYY.

10. DEADLINE DATE TO FILL POSITION BY (6-N-O)
This field is used to indicate the deadline date when the position and the requisition need to be filled. This memo field is useful for establishing the urgency in filling the position. The date displays in the format MM/DD/YYYY.

11. DATE POSTED (6-N-O)
This field is used to indicate the date that the requisition was posted for distribution. The date displays in the format MM/DD/YYYY.

NOTE: The Requisition Posting Profile Report provides a function to automatically update the Date Requisition Posted field at run time.

12. DATE FILLED (6-N-O)
This field is used to indicate the date that the requisition was actually filled (see Applicant List field below for the person filling the position). The field is user maintained. The date displays in the format MM/DD/YYYY.

Applicant List Screen

After entering or modifying data on the Status Screen, press ENTER to accept the information. The system then displays the Applicant List (names of applicants) on the scrolling portion of the Status Screen.

After you enter an option number to select a particular applicant, the system displays the associated Applicant Disposition Screen for you to update that applicant's status.

```
                   General Hospital Requisition Management Processor
                                              Wed Aug 12, 1992 02:32 pm
 Ent : COUNTY GENERAL
  1 Req Nbr        2 Department               3 Job Class/Position Requested
     2                000000/8060                RN
  4 Shift Code      5 Entry Date   6 Disposition/Status       7 Disp Date
    08 12 Hours Nt   07/22/1992    O Open Requisition          07/23/1992
  8 Date Recvd      9 Date Appvrd 10 Deadline    11 Date Postd  12 Date Filled
                     07/23/1992    07/23/1992      07/23/1992      07/23/1992
 Page:01  APPL DT I/E APPL NBR   SX E VET HCP DISP DATE   STS   SRC REC REF DATE
          APPL NAME                    REFERRED TO           COMMENT
 ( 1)     08/03/92 I  7                            08/03/1992 C        DV
       Adams,John Q




 Enter choice--
```

The Applicant List screen information includes the name of each applicant who has applied for this requisition, with two lines of detail for each. All applicant data is display only. The applicants are displayed in chronological order by application date.

Field Explanations

APPLICATION DATE (DISPLAY ONLY)
This is the date that the applicant applies for the position (requisition). The system date is the default entry. Display format of the date is MM/DD/YYYY.

INTERNAL/EXTERNAL INDICATOR (DISPLAY ONLY)
This field indicates whether the application arises from outside the organization (External) or from an existing employee (Internal).

APPLICANT NUMBER (DISPLAY ONLY)
This field contains the number assigned to each applicant at the time of system entry. This applicant number field identifies the applicant to the system so the user can access demographic, education, prior employment, skills inventory, and detail application information by that applicant. The applicant number is not entity specific.

SEX (DISPLAY ONLY)
This field contains the code indicating the sex of the applicant. This field is displayed from the applicant's Demographic Information Screen. Valid values are:

   M — Male

   F — Female

EEO ORIGIN (DISPLAY ONLY)
This field contains the code indicating the EEO origin code of the applicant. This value is automatically calculated, based upon the applicant's sex and ethnic origin. This field is displayed from the applicant's Demographic Information Screen.

VETERAN CODE (DISPLAY ONLY)
This field contains the code indicating the veteran status of the applicant. This field is displayed from the applicant's Demographic Information Screen.

HANDICAP CODE (DISPLAY ONLY)
This field contains the code indicating the handicap status of the applicant. This field is displayed from the applicant's Demographic Information Screen.

DISPOSITION DATE (DISPLAY ONLY)
This field contains the date of change of applicant's current disposition status. This field is displayed from the applicant's Application Status Screen. Display format of the date is MM/DD/YYYY.

DISPOSITION STATUS (DISPLAY ONLY)
This field contains the current status of the applicant's application. This field is displayed from the applicant's Application Status Screen. Each entry in the Application Disposition/Status Code Table is defined by McKesson. Values are:

      C   Closed Application

      E   Employee (Hired Applicant)

      H   Hold Applicant

      I   Invite Applicant

      O   Open Application

      R   Reject Applicant

APPLICATION REFERRAL SOURCE (DISPLAY ONLY)
This field contains the code indicating the referral source of the application. This field is displayed from the applicant's Detail Application Screen.

RECRUITER INITIALS (DISPLAY ONLY)
This field contains the specific recruiter initials assigned to monitor this applicant. This field is displayed from the applicant's Demographic Information Screen.

REFERENCE RESPONSE DATE (DISPLAY ONLY)
This is the date that the resume or application is returned from the primary department. This date is displayed from the applicant's Application Status Screen. Display format of the date is MM/DD/YYYY.

APPLICANT NAME (DISPLAY ONLY)
This field contains the applicant name displayed from the applicant's Demographic Information Screen. The name is displayed in STAR standards format: last name followed by a comma; first name followed by a space; middle name or initial.

REFERRED TO (NAME) (DISPLAY ONLY)
This field contains the primary person to which the application and/or applicant (for interview) is routed and referred. This field is dsplayed from the applicant's Application Status Screen.

REFERENCE COMMENTS (DISPLAY ONLY)
This field contains a short comment, from the primary reference department, summarizing the result of the application review. This field is displayed from the applicant's Application Status Screen.

Revise Application Status

The third screen within Requisition Status and Applicants is used torevise an individual application's status. All requisition and applicant status management can be handled within this function.

After you select an applicant from the Applicant List screen, the system displays the following Application Status screen:

```
          General Hospital Requisition Management Processor
                                         Wed Aug 12, 1992 02:32 pm
    Applicant#    Applicant Name          Soc Sec      Job Desc Desired   Recr
    A000000001    Katt,Grace E            987-65-4321  Nurse - RN         JDK
  1 Entity  2 Req Nbr      3 Department      4 Job Class/Position Requested
    DP        1                000000/6010     ASTHNU Asst Head Nurse
  5 Appl Date    6 Disposition Status        7 Disposition Reason
    08/09/1991     H Hold Application            NEW New Application
  8 Disp Date    9 Offer Date  10 Accept Date  11 Start Date   12 Recruiter
    12/18/1991                                                    JDK
 13 Application Comments                      14 Edit Application Note?
                                                 N
 15 Type Refer Date  Refer To       Dept        Resp Date   Comments
    Rte  10/31/1991   SMITH,BEN      00/00/00/8060  11/01/1991  GOOD RECORD




 Enter field number or '/' starting field number--
```

The Application Status screen is the primary means to monitor the potential employee's specific application. This screen defines the disposition status, routing or Referred To status, offer information, and application comments.

NOTE: The Requisition Status/Disposition and Applicant List screen in Requisition Management cannot create new detail applications. It can access only those applications already defined.

Field Explanations

1. ENTITY CODE (DISPLAY ONLY)
This field contains the entity code that applies for the position (requisition).

2. REQUISITION NUMBER (DISPLAY ONLY)
Each application is linked to a requisition, entered on the Requisition Management screens.

3. DEPARTMENT (DISPLAY ONLY)
This field displays the associated requisition position for which this application applies.

NOTE: The Department is displayed in the format established by General Ledger.

4. JOB CLASS/POSITION REQUESTED (DISPLAY ONLY)
This field displays the associated job class/position for which this application and requisition is defined.

5. APPLICATION DATE (DISPLAY ONLY)
This is the date that the applicant applies for the position (requisition). The system date is the default entry. Display format of the date is MM/DD/YYYY.

6. CURRENT DISPOSITION STATUS (3-AN-R)
This field contains the current status of the applicant's application. Entry is validated against the Application/Disposition Status Code Table. Upon entry and validation of the code, the description displays. A hyphen (-) can be entered to display a help list containing valid codes. These codes are defined by McKesson:

C   Closed Application

E   Employee (Hired Applicant)

H   Hold Applicant

I   Invite Applicant

O   Open Application

R   Reject Applicant

NOTE: Any change made to the Current Disposition Status creates an entry in the
            Application Status History, capturing the new value, disposition date, and any
            other change made by the user.

7. DISPOSITION REASON (3-AN-R)
This field contains the further explanation or reason for the current status of the applicant's application. Entry is validated against the Disposition Reason Code Table. After you enter the code, the system displays the description. A hyphen (-) can be entered to display a help list containing valid codes.

8. DISPOSITION DATE (6-N-R)
This field contains the date of change of disposition status. Every time the Disposition Status is changed, the system automatically sets this date to the system date. You can override this value, but the entered date cannot be greater than the system date, nor less than the Application Date. Display format of the date is MM/DD/YYYY.

9. OFFER DATE (6-N-O)
This is the date that an offer is made to the applicant for the requisition. The entered date cannot be less than the Application Date. Display format of the date is MM/DD/YYYY.

10. ACCEPT DATE (6-N-O)
This is the date the applicant accepted the offer for the position described in the requisition. The entered date cannot be less than the Application Date. Display format of the date is MM/DD/YYYY.

11. START DATE (6-N-O)
This is the date, after the offer is accepted, that the applicant indicates that he/she can start work in the position. The entered date cannot be less than the Application Date. Display format of the date is MM/DD/YYYY.

12. RECRUITER INITIALS (DISPLAY ONLY)
This field contains the specific recruiter initials assigned to monitor this applicant. This field is displayed from the Applicant Demographics information.

13. APPLICATION COMMENTS (40-AN-O)
This field provides a free-form entry of application data, to use as you wish. For example, you could store the name of the referring employee, or store a line of reviewer summarization.

14. EDIT APPLICATION NOTE? (1-A-O)
In order to capture additional application review notes, the system supports free form text entry, using the STAR Editor. Entry of Yes in the field (the field default is No) allows edit of the data.

Route/Invite Information

This portion of the screen contains the various persons and/or departments to whom the application and/or applicant is routed and referred. The system supports two types of entry - for Routing and for Interview. The first (highest on the list) entry of each type is designated the primary entry. The primary entry of the Reference type is displayed on the Requisition Applicant List and the Detail Applicant Select screen.

15. REFERENCE TYPE (1-A-R)
This field identifies the specific type of reference. Valid values are:

> R   Route to. The person/department the applicant information is routed to for review and appraisal.

I   Invite. The person/department the applicant is to see for review and appraisal.

The default is R.

NOTE: The first (highest on the list) entry of each type is designated the primary
entry. The primary entry of the Reference type is displayed on the Requisition
Applicant List and the Detail Applicant Select screen.

REFER TO DATE (6-N-R)
This is the date the applicant, resume or application is sent to the person/ department.
The entered date cannot be less than the Application Date. Display format of the date
is MM/DD/YYYY.

REFER TO (14-AN-O)
This field contains the name of the individual to whom the application and/or applicant
(for interview) is routed and referred. This field is free-form entry.

REFERRED TO (DEPT) (10-N-R)
This field contains the department to which the application and/or applicant (for
interview) is routed and referred. If you enter an equals (=) sign, the system
automatically loads the Requisition Department from the Application Requisition. Entry
is validated against the GL Department Master. After you enter the code, the system
displays the description. A hyphen (-) can be entered to display a help list containing
valid codes.

NOTE: Display and Format of the entered department is in accordance with General
Ledger Standards.

REFERENCE RESPONSE DATE (6-N-O)
This is the date the resume/application/comments are returned from the reference
person's department. The entered date cannot be less than the Application Date.
Display format of the date is MM/DD/YYYY.

REFERENCE COMMENTS (15-AN-O)
This field provides for a short comment from the reference person's department,
summarizing the result of the application review.

NOTE: The system supports future dating for daily scheduling. If the interview time is
beneficial, the Comments field can be used for scheduling detail, as the
system does not retain an interview time.

Chapter 6 - APPLICANT TRACKING

STAR Financials General Accounting Reference Guide - Human Resources Applicant Management Volume
October 2011   *Release 17.0*   *6–1*
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INTRODUCTION

The Applicant Tracking portion of the Human Resources Applicant Management
system contains the Applicant Master, Applicant Revision, and Employee/Applicant
Search. These options display after you select Applicant Tracking from the main
menu.

```
                    General Hospital Applicant Tracking Processor
                                              Wed Aug 12, 1992 11:40 am
 Applicant Tracking Input Options

            Option No.  Option
            ---------------------------------------
                1        Applicant Master
                2        Applicant Revision
                3        Employee/Applicant Search











 Enter option number--
```

Applicant Master

The Applicant Master files are composed of applicant demographics, educational
background, employment experiences, skills inventory, and the applicant's detail
applications, tied to requisitions.

The Applicant Master enables you to assign an applicant number and initially enter or
modify applicant information using a structured screen flow. All new applicants to the
system must be first entered using the Applicant Master function. The master screen
flow is user defined in the Applicant Screen Flow Table.

The Applicant Master function provides access to all applicants, as well as employees,
for ease of entry. Therefore, should an employee wish to apply for a different job, the
employee data is carried forward to the Applicant Master.

Applicant Revision

The Applicant Revision function enables you to modify an applicant's existing
information with individual screen selection. The particular revision screens that can
be accessed are user defined in the Applicant Screen Flow Table.

The Applicant Revision function provides access to the applicants only.

NOTE: The Detail Application function is included in the Applicant Master/Revision option. The Detail Application function enables you to enter and modify the multiple job applications per applicant. While the applicant is not associated with a specific entity, each detail job application is specific to entity and job application requisition.

Employee/Applicant Search

The Employee/Applicant Search function enables you to examine the applicant and/or employee pool for specific criteria. The criteria includes entity, requisition, job description desired, applicant disposition, education level, experience level, certificate/license/permit information, language and applicant skills. The function allows you to define standing search criteria and provides for a report detailing the applicants that meet the search criteria.

Applicant Access

After any selection, the system prompts you to enter the following information:

Enter appl nmbr, `-`name for soundex, `#`SSN or first chars of name--

If you enter a pound sign (#) followed by the social security number (SSN), the system displays all employees/applicants with that social security number currently retained in the system. From this list, you can select the applicant record that you want to access.

If you enter a letter or partial name followed by a hyphen (-), the system displays a selection list containing all names matching what you entered. From this list, you can select the applicant record that you want to access.

NOTE: The table lookup from Applicant Master displays applicants and employees together. Only applicants with an assigned Applicant Number display with that number in the number column.

The Applicant Revision lookup contains only applicants.

```
                General Hospital Applicant Master Processor
                                          Fri Jan 25, 1991 10:02 am
     Search: K

     No Applicant#    Applicant Name          Soc Sec       Job Desc Desired  Recr
      1 A13           Kriser,Donetello G      468-79-8683

      2 A1            Katt,Grace E            987-65-4321   Medical secretary JDK

      3 A3            Klooman,James F         264-17-2469   Asst Head Nurse   JDK

      4 A3            Kettman,Jonah David     264-17-2469   Asst Head Nurse   JDK
                      Current Name : Kettman,Jonah D
      5 A2            Kettman,Judith Denise   987-65-4321   Nurse - RN        MR




     End of list
     Select #, `A` to add applicant--
```

At the screen prompt, enter **A** to add an applicant, if this is a new applicant.

Following selection or entry, the system displays the individual Human Resources
Applicant Management Screens sequentially, as defined in the Applicant Screen Flow
Table for each user (see Chapter 4: Employee Administration of the STAR Financials
Payroll/Human Resources Reference Manual for Applicant Screen Flow Assignment
on the Employee Security Information screen.

The system has the capability to add current employees to the Applicant Master. The
process of adding these employees involves associating the employee's skills
inventory with the new applicant number and demographics.

Applicant Tracking - Data Flow

```
                              |——<  Apply  <————|
                              V                 ^
        _____           _____
       |                      |         |                      |
       |  Applicant Information|        |  Employee Information |
       |_____|        |_____|
       |                      |         |                      |
       |   By Applicant Nbr   |         |   By Entity, Empl Nbr |
       |_____|         |_____|
       |                      |                 ^             |
       |  EEO/AA Bio Info     |                 |             |
       |_____|                 |             |
             |         |        V                |             |
             |         |        |——>  Hire  >____|             |
             |         |              Function                 |
             |         |         (via Employee Master in       |
             |         |     STAR Financials Payroll/Human Resources)   |
             |         |         _____        |
             |         |        |                      |       |
             |         |        |   Skills Inventory    |      |
             |         |        |_____|       |
             |         |        |                      |       |
             |         |        |    By Empl Nbr        |  <——|
             |         |——————> |    By Applicant Nbr   |
             |                  |_____|
             |
             |                        _____
             |                       |                      |
             V                       |   Requisition Master  |
                                     |_____|
        _____       |                      |
       |                      |       |   By Entity, Requisition Nbr |
       |  Detail Applications |  ————> |   By Department,     |
       |_____|       |      Job Class/Position |
       |                      |       |      Or, Job Description |
       |   By Entity, Applicant,|  <——|      |_____|
       |      By Requisition   |
       |_____|
             |
        _____
       |                      |
       |  Disposition Status  |
       |  Routing/Interview   |
       |_____|
```

HR APPLICANT DEMOGRAPHICS

NOTE: The Applicant Demographics screen must be first in the defined Applicant Screen flow sequence. It is this screen that allows assignment of the applicant number.

As applicants for positions are entered into the system, the system captures the applicant demographics, EEO/AA information, educational background, employment experiences, skills inventory, and the detail applications for position.

After you enter the applicant number, using the Applicant Master option, the system displays the Applicant Demographics screen.

When you enter the applicant number using Applicant Revision, the system displays a menu of the Applicant information screens, allowing you to select the appropriate data screens.

The applicant number, name, social security number, job description desired and recruiter initials are carried as headers on all applicant information screens.

```
                 General Hospital Applicant Master Processor
                 HR Appl Demographic Page 1 of 7  Mon Feb 01, 2010 05:46 pm
    Applicant#    Applicant Name           Soc Sec     Job Desc Desired  Recr
    A8            Abbott,Lacy              XXX-89-0X5X
 1 Appl Nbr      2 Applicant Name                                      3 Title
   8               Abbott,Lacy                                           13
 4 Social Security Number     5 Entry Date        6 Address Line 1
   114-89-0252                11/19/2009          897 PIEDMONT
 7 Address Line 2             8 City               9 State  10 Zip Code
   APT 23                       WALNUT CREEK          IL        11111-1111
11 Mailing Country           12 Home Phone         13 Message Phone
   UNITED STATES                (404)333-9870       ->
14 Job Description Desired    15 Recruiter

16 Referral Source           17 Referral Name/Other

18 Previously Employed       19 Worked Under Another Name
   No
20 Delete Ind  21 Zero Appl Dt 22 Edit By           23 Edit Date/Time
   No             11/19/2009    Dumont,David L          11/19/2009 09:30am

Accept this screen? (Y/N) [Y]--
```

Field Explanations

1. APPLICANT NUMBER (10-AN-R)
This field contains the number assigned to each applicant at the time of system entry. The system provides these options:

- The applicant number can be manually assigned.

- The applicant number can be the same as the social security number. This is determined by the Appl Nbr = Soc Sec Nbr field on the Applicant

Management Parameters. If this is the case, the system automatically loads the entered Applicant Number, when it is a nine-digit number, into the Social Security Number field at the time of entry.

- The applicant number can be automatically assigned sequentially by the system. The actual applicant number is determined by adding one to the Last Applicant Number Assigned field in the Applicant Management Parameters.

Once the applicant number is accepted as part of this screen, the applicant number cannot be changed. The field default is the Automatic number assignment.

WARNING: When the applicant number is assigned to an existing employee, the system simultaneously shares the employee's demographic, biographic and skills information with the applicant information. Data changed in either location will affect the other. This can affect historical reporting.

2. APPLICANT NAME (51-AN-R)
This field contains the applicant name. The Applicant name is used along with the applicant number to identify each applicant. The name is accepted and displayed in the following format: last name followed by a required comma, first name followed by a required comma, middle name or initial.

The following requirements

- Last Name - required

    - Must begin with at least 1 alphabetic character.

    - Remaining name must contain at least 1, but not more than 34 characters, from the ASCII character set.

    - Colons and semi-colons are not allowed.

    - Leading and trailing punctuation characters are stripped off.

- Name Separator - required comma

- First Name - required

    - Must begin with at least 1 alphabetic character.

    - Remaining characters are optional and must be alphabetic or punctuation characters.

    - Colons and semi-colons are not allowed.

    - Leading and trailing punctuation characters are stripped off.

- Name separator - required comma

- Middle Name - optional

  - Remaining characters must come from ASCII character set.

  - Colons and semi-colons are not allowed.

  - Leading and trailing punctuation characters are stripped off.

3. TITLE (3-A-O)
This field contains the entitle portion ofthe applicant name, such as Jr., Sr., III, and MD. If the applicant name is modified, then the title value is cleared and should be re-entered, if necessary.

4. SOCIAL SECURITY NUMBER (9-N-R)
This field contains the applicant's social security number. The field is displayed as 999-99-9999, according to STAR standards.

In the Applicant Management Parameters, if the applicant number is to be the social security number, the system automatically loads the nine (9) digit applicant number into the Social Security Number field upon creation of record. You can override this value.

5. ENTRY DATE (8-N-R)
This field contains the original entry date of the applicant into the Applicant Master. This field is used to date the applicant in the system. At the time of application, the system automatically loads the system date. You can override this date by entering another date, or by using the T+/- date entry convention. The display format is MM/DD/YYYY.

6. ADDRESS LINE 1 (25-AN-R)
This field contains the first line of the applicant's home address.

7. ADDRESS LINE 2 (25-AN-O)
This field contains the second line of the applicant's home address.

8. CITY (18-AN-R)
This field contains the city portion of the applicant's home address. The city is entered according to STAR standards format. The ZIP code can be entered, thereby extracting the city, state and ZIP code from the ZIP code Table. This value can be overridden. You can enter an equals sign (=) to extract and display the City, State and ZIP code from the Applicant Management Parameters.

9. STATE (2-A-R)
This field contains the state portion of the applicant's home address. You can enter a hyphen (-) to display a help list containing valid codes. Entries are validated against the STAR State Code Table (not State Tax Code Table).

10. ZIP CODE (9-N-R)
This field contains the ZIP code portion of the applicant's home address. The nine digit format is supported, displayed as 99999-9999.

If the ZIP code is entered into the City field, then that value is automatically transferred to this field.

11. MAILING COUNTRY (2-AN-O)
This field contains the country portion of the applicant's home address. Entries are validated against the STAR Citizenship Code Table. You can enter a hyphen (-) to display a help list of valid codes. If the code is not entered, the system uses the default Country value from the Applicant Management Parameters.

12. HOME PHONE (13-AN-O)
This field contains the applicant's home telephone number. The field is displayed as (999)999-9999 according to STAR Standards. If the area code portion of the phone number is not entered, the system utilizes the default area code from the Applicant Management Parameters screen.

13. MESSAGE PHONE (13-AN-O)
This field contains the applicant's message telephone number. You can enter an equals sign (=) to extract and load the home telephone number in this field. The field is displayed as (999)999-9999, according to STAR Standards. If the area code portion of the phone number is not entered, the system uses the default area code from the Applicant Management Parameters screen.

14. JOB DESCRIPTION DESIRED (6-AN-O)
This field contains the code and name of the specific job description that the applicant wants, regardless if that position is available or accepting applications (via a requisition). This memo field is independent of the Detail Application outlining the specific application filed for and monitored. This field is displayed

in the screen header information. Entry of the code is validated against the Job Description Master. You can enter a hyphen (-) to display a help list containing valid codes.

15. RECRUITER (4-AN-O)
This field contains the code and name of the specific recruiter assigned to monitor this applicant. Entry of the code is validated against the Recruiter Code Table. You can enter a hyphen (-) to display a help list containing valid recruiter codes used for recruiter analysis and reporting.

16. REFERRAL SOURCE (13-AN-O)
This field contains the code identifying the referral source for the applicant. As with the employee's hire source, the entries are validated against the Hire Source Code Table. After you enter a valid code, the system displays the description. You can enter a hyphen (-) to display a help list containing valid codes.

17. REFERRAL NAME/OTHER (25-AN-O)
This field allows for a more detailed explanation of the referral source. Examples include the employment agency name, specific newspaper, referring employee name.

18. PREVIOUSLY EMPLOYED INDICATOR (1-A-O)
This field identifies whether the applicant has ever been an employee of the organization. Valid values are:

   Y   Yes, applicant has been an employee of the organization.

   N   No, applicant has not been an employee.

The field defaults to N.

19. WORKED UNDER ANOTHER NAME (37-AN-O)
This field contains any previous name that the applicant has worked under. It is captured for information and referral control. If entered, the name is accepted and displayed in STAR Standards format: last name followed by a comma; first name followed by a space; middle name or initial. The field can be left blank if not applicable.

20. DELETE INDICATOR (1-A-R)
This field indicates whether the system deletes this applicant's records, in accordance with the Applicant Retention Parameters and the Purge Process from the Retention/ Purge Processes. Valid values are:

   N   No, do not delete this applicant's information.

   Y   Yes, delete the applicant's information. The Purge Process does the actual delete. The system will not let you manually set the indicator to Yes if any detail applications are associated with this applicant.

The default is N. Should you change the indicator from No to Yes, the system issues the following warning notice:

   Are you sure you want to delete all applicant records (Yes/N) [N]--

To indicate yes, you must spell out YES as a response.

21. ZERO APPLICATION DATE (DISPLAY ONLY)
This display date indicates the date when this applicant has no associated detail applications. This date is used by the system as a possible Delete Basis Date from the Applicant Retention Parameters.

When the applicant is added to the system this date is set to the system date. As soon as a detail application is applied, this date field is cleared. When all detail applications are deleted, then this date is reset to the system date of the delete.

22. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who made the last change against this
applicant record.

23. EDIT DATE/TIME (DISPLAY ONLY)
This field contains the date and time of the last change made against this applicant
record.

HR APPLICANT DEMOGRAPHICS - EEO/AA

The Applicant Demographics of the Applicant Master files contains hiring and discrimination data for the applicant.

```
                  General Hospital Applicant Master Processor
                  HR Appl Demo-EEO/AA Page 2 of 7  Thu Dec 10, 2009 02:11 pm

     Applicant#   Applicant Name              Soc Sec      Job Desc Desired  Recr
     A7              Adams, John Q            123-98-7654  Test Job Descript
   1 EEO/AA Consent Option      2 Sex             3 EEO-1 Origin
     Other                        Male             G Male/American Indian or
   4 EEO-4 Origin               5 Disabled Vet?   6 Veteran Code
     F Male/American Indian or    No               05
   7 Handicap Code              8 Accommodation?  9 Accommodation Note
     NO NONE                      No
  10 Edit By                   11 Edit Date/Time
     Rush,Bill                    04/04/2001 01:01pm




 Enter field number or '/' starting field number--
                    next(/) or previous screen(/P) [/]
```

WARNING: When the applicant number is assigned to an existing employee, the system simultaneously shares the employee's demographic, biographic and skills information with the applicant information. Data changed in either location will affect the other. This can affect historical reporting.

Field Explanations

NOTE: The following Equal Employment Opportunity Information is optional. This information is requested by the Federal Government to monitor compliance with the principles of EEO.

1. EEO/AA CONSENT OPTION (1-A-R)
This field indicates whether the applicant chooses, as his/her option, not to complete and release the EEO information. When this field's value is N for No or O for Other, the information following it is not printed on certain reports nor will the information be displayed on Requisition Applicant List Screen. Valid values are:

Y   Yes, the applicant wishes to supply the information.

N   No, the applicant chooses not to supply the information.

O   Other, not applicable or not known.

2. SEX (1-A-O)
This field contains the code indicating the sex of the applicant. Valid values (in accordance with STAR Standards) are:

   M   Male

   F   Female

3. EEO-1 ORIGIN (1-A-O)
This field contains the code indicating the EEO-1 origin code of the applicant. Entries are validated against the EEO-1 Origin Code Table. After you enter the code, the system displays the description. You can enter a hyphen (-) to display a help list of valid codes.

4. EEO-4 ORIGIN (1-A-O)
This field contains the code indicating the EEO-4 origin code of the applicant. Entries are validated against the EEO-4 Origin Code Table. After you enter the code, the system displays the description. You can enter a hyphen (-) to display a help list of valid codes.

5. DISABLED VET? (1-A-R)
This field contains the code indicating whether the applicant is a disabled veteran. Valid values are:

   Y   Yes

   N   No

   U   Unknown

The field defaults to U, and the system displays *Unknown.*

6. VETERAN CODE (2-AN-O) or (TABLE LOOKUP-O)
This field contains the codes indicating the employee's military/veteran status. Entries are validated against the Veteran Code Table.

Enter a hyphen (-) to display a list of valid codes. You can enter multiple codes.

The system displays the codes you enter, separated by commas. If more than eight codes are selected, this field displays:

   XX,XX,XX,XX,XX,XX & More

where "XX" represents the different veteran codes entered.

7. HANDICAP CODE (2-AN-O)
This field contains the code indicating the handicap status of the applicant. Entries are validated against the Handicap Code Table. After you enter the code, the system displays the description. You can enter a hyphen (-) to display a help list of valid codes.

8. ACCOMMODATION? (1-A-O)

This field contains the code indicating whether the applicant needs accommodation for the entered handicap status. Valid values are:

Y   Yes

N   No

The field defaults to N.

9. ACCOMMODATION NOTE (3-AN-C)

This field contains the note indicating the type of accommodation needed when the Indicator equals Yes. This field is required when the Indicator equals Yes. Entries are validated against the Handicap Accommodation Code Table. After you enter the code, the system displays the description. You can enter a hyphen (-) to display a help list of valid codes.

10. EDIT BY (DISPLAY ONLY)

This field contains the name of the user who made the last change against this applicant record.

11. EDIT DATE/TIME (DISPLAY ONLY)

This field contains the date and time of the last change made against this applicant record.

HR APPLICATION DETAIL

The Human Resources Applicant Management module provides for an unlimited number of detail applications to be entered per individual applicant. Each detail application is entered and tracked independently. During entry of new applications, the system provides a mechanism to identify the applicant's primary job request. This primary job request or application is used for summary EEO reporting.

The Detail Application Information contains itemized detail applications for each applicant. Each application for position refers to an entity where the position is available. Applications are entity-specific.

HR Application Detail Selection Screen

The HR Application Detail Selection Screen contains the total listing of all detail job applications retained within the system (see Applicant Management Parameters in Chapter 3: Parameters) for which the applicant has applied. This screen is display only, with all entries shown by priority (for EEO reporting), by entity. There is a one-to-one ratio of job request entries to detail applications. The system allows the user to edit existing applications, to add new job requests, or to resequence the existing entries. This function works very similarly to the Employee Position Control, which is also concerned with EEO reporting.

After you select the HR Application Detail, the system displays the Application Detail Selection screen:

```
               General Hospital Applicant Master Processor
                                        Tue Sep 29, 1992 03:17 pm
     Applicant#    Applicant Name           Soc Sec      Job Desc Desired  Recr
     A10           Abatemann,Carla          154-56-4200  Test Job Descript MWR
  PRI  ENT REQ NUMBER  DISP STATUS        REFERRED TO    RESP COMMENT
       I/E APPL DATE   DISP DATE          REFER DATE     RESP DATE
 ( 1)  FW  A2          Open Application
       I   07/23/1992  07/23/1992
 ( 2)  FW  15          Open Application
           07/31/1992  07/31/1992
 ( 3)  FW  92001       Hold Applicant
       E   08/03/1992  08/03/1992




 Select application, resequence(R), delete(D) or add(A)--
```

If you choose the priority option number in response to the screen prompt following display, the system displays the corresponding Application Screen.

If you enter **R** to Resequence, you should indicate the current application as primary and Number 1. The system then allows you to resequence the applications into the desired order. The entry results in the second entry becoming the primary application (2, 1, 3).

If you enter **A** to Add, the system prompts you to enter data that establishes the new application:

> *Enter entity code or '-' to list --*

> *Enter application date [today's date] --*

> *Enter requisition number or '-' to list --*

NOTE: Entering the requisition number and accepting the Application Screen establishes a cross-reference with the detail requisition.

After you respond to each of the above prompts, the system displays the Application Screen for application input.

If you enter **D** to Delete, the system prompts you to enter the option number to delete. After you enter the option number, the system displays a prompt to confirm that you want to delete the application:

> *Are you sure you want to delete (Y/N) [N]--*

Detail Application Screen

Choose the Application Information option to display the Application Detail Screen. This screen is used to enter the prospective employee's specific application. It defines the specific requisition, type of position requested, the position requirements of the applicant, and application comments.

```
                General Hospital HR Application Detl Processor
                                        Tue Sep 29, 1992 03:17 pm
    Applicant#    Applicant Name            Soc Sec      Job Desc Desired  Recr
    A10           Abatemann,Carla           154-56-4200  Test Job Descript MWR
  1 Priority      2 Entity                  3 Req Nbr       4 Appl Date
    1               FW COUNTY GENERAL        A2              07/23/1992
  5 Department               6 Job Class/Position Requested

  7 Disposition Status      8 Disp Date     9 Disposition Reason
    O Open Application        07/23/1992     ACC
 10 Int/Ext Indicator       11 Date Avail   12 Referral Source
    Internal                  07/23/1992     CO
 13 Work Status             14 Hrs/Wk       15 Shift Code
    F                         40.00          00 Default Shift Code
 16 Application Comments               17 Salary Req    18 Per?
    APPLICATION COMMENTS FOR TEST                10.00       Annual
 19 Edit Note  20 Delete Ind   21 Edit By              22 Edit Date/Time
    No           No             Williams,Francene M     08/24/92 01:16pm



 Enter field number or '/' starting field number--
                 next screen(/) or previous screen(/P) [/]
```

Field Explanations

1. PRIORITY NUMBER (DISPLAY ONLY)

This field indicates the application hierarchy that this entity, requisition number, department, and job class/position hold for this applicant.

Some applicants can apply for multiple job openings at any given time. This field is used to indicate the priority. This field is used to establish the primary application for EEO reporting. It is recommended that the applicant's primary application has a value of one (1) and other applications are assigned values accordingly, beginning with two (2).

You can use the Resequence option from the Detail Application Select Screen to manipulate this priority number.

2. ENTITY CODE (DISPLAY ONLY)

This field contains the entity code and description that applies for the application for position from the requisition.

3. REQUISITION NUMBER (DISPLAY ONLY)

Each application is linked to a requisition, entered on the Requisition Management screens. This field displays the entered requisition number.

4. APPL DATE (DISPLAY ONLY)
This is the date that the applicant applies for the position (requisition). The system date is the default entry. Display format of the date is MM/DD/YYYY.

5. DEPARTMENT (DISPLAY ONLY)
This field displays the associated requisition position to which this application applies.

NOTE: The Department is displayed in the format established by General Ledger.

6. JOB CLASS/POSITION REQUESTED (DISPLAY ONLY)
This field displays the job class/position opening for which this application and requisition is defined.

NOTE: If the specific requisition is not tied to Payroll/Human Resources via the Position Control Interface Indicator, this field displays the associated Job Description Master designated. This rule applies wherever the requisition job class/position is displayed.

7. DISPOSITION STATUS (1-AN-R)
This field contains the current status of the applicant's detail application. Entry is validated against the Application Disposition/Status Code Table. Valid valies are:

     I   Invite Applicant

     O   Open Application

     H   Hold Applicant

     R   Reject Application

     C   Closed Application

     E   Employee-Hired Applicant

NOTE: Any change made to the Disposition/Status creates an entry in the Application Status History, capturing the new value, disposition date, disposition reason, the user who made the change, and the change date.

8. DISPOSITION DATE (6-N-R)
This field contains the date of change of disposition status. Each time the Disposition Status is changed, the system automatically sets this date to the system date. You can override this value, but the entered date cannot be greater than the system date, nor less than the Application Date. Display format of the date is MM/DD/YYYY.

9. DISPOSITION REASON (3-AN-R)
This field allows for further definition and support of the Applicant Disposition/Status code entered above. Entry is validated against the Disposition Reason Code Table. A hyphen (-) can be entered to display a help list containing valid codes.

10. INTERNAL/EXTERNAL INDICATOR (1-A-O)
This field indicates whether the applicant was an internal candidate (existing employee) or an external candidate (outside the organization) at the time of the application. Valid values are:

    I   Internal Application

    E   External Application

11. DATE AVAILABLE (6-N-O)
This is the date the applicant indicates that he/she is available to start work in the requisition position. Display format of the date is MM/DD/YYYY.

12. REFERRAL SOURCE (4-AN-O)
This field contains the code identifying the referral source for this application. Upon addition of the detail application, this field displays the referral source from the Applicant Demographic Screen. Entry is validated against the Hire Source Code Table (same as the Hire Source on the Employee Location/Hire Information). After you enter the code, the system displays the description. A hyphen (-) can be entered to display a help list containing valid codes.

13. WORK STATUS (1-AN-O)
This field indicates the type of work status desired for this application. Entries are validated to the Work Status Code Table. A hyphen (-) can be entered to display a help list of valid codes.

14. HOURS PER WEEK (5-N-O)
This field contains the proposed work hours per week for this applicant's application. After addition of the application, the Hrs/Wk value from the requisition is loaded. You can override this initial value. Display format is 99.99.

15. SHIFT CODE REQUESTED (3-AN-O)
This field contains the specific shift code the applicant requests. After initial addition of the application, the field is loaded with the Shift Code value from the associated requisition. Entry is validated against the Shift Code Table. After you enter the code, the system displays the description. A hyphen (-) can be entered to display a help list containing valid codes.

16. APPLICATION COMMENTS (40-AN-O)
This field provides a free-form entry of application data, to use as you wish.

17. SALARY REQUESTED (11-N-O)
This field contains the applicant's requested wage for this application and position. Display format is 999,999.99.

18. SALARY PER ? PERIOD (2-AN-C)
This field further defines the Salary Requested by providing the standard units (that is, per hour, week, month, year, or pay period). This field is required if the Salary Requested is entered. Entry is validated against the Salary Per Period Code Table.

After you enter the code, the system displays the description. A hyphen (-) can be entered to display a help list containing valid codes.

19. EDIT APPLICATION NOTE? (1-A-O)
In order to capture additional application review notes, the system supports free form text entry, using the STAR Editor. If you enter **Y** for Yes in the field, the system allows you to edit (using Editor) or view the data.

20. DELETE INDICATOR (1-A-R)
This field indicates whether the system deletes this detail application's information records, in accordance with the Applicant Retention Parameters and the Purge Process from Retention/Purge Processes. Valid values are:

N   No, do not delete this application's information.

Y   Yes, delete the application's information. The Purge Process does the actual deletion. All associated records, including cross-reference index for Requisitions, Applicants, are reset during the Purge Process.

The default is N. Should you manually change the indicator from No to Yes, the system issues the following warning notice:

Are you sure you want to delete application records (Yes/N) [N]--

To indicate Yes, you must spell out YES as a response.

NOTE: The Zero Application Date field on the Applicant Demographics Information indicates the date when the applicant has no associated detail applications. This date is used by the system as a possible delete basis date for the Applicant from the Applicant Retention Parameters. When the applicant is first added to the system, this Zero Application Date is set to the system date. As soon as a detail application is applied, this date is cleared. When all detail applications are deleted from the system, then this date is reset again to the system date when the application delete occurred.

21. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the application records.

20. EDIT DATE/TIME (DISPLAY ONLY)
This field contains the date and time on which the application records were last modified.

Application Detail Menu

When a Detail Application is selected from the Detail Application Select Screen, the system displays the following menu. The function allows you to select which aspect of the application to edit or view. The Application Information refers to the Detail Application Screen, which identifies the specific requisition, type of position requested,

position requirements of the applicant, and any application comments. The Application Status option refers to the Detail Application Status Screen, which defines the application disposition status, routing or Referred To status, offer information, and application comments. The Application Status History option uses a detailed history of the disposition status and status reason to display the application history.

```
              General Hospital HR Application Detl Processor
                                            Tue Sep 29, 1992 03:17 pm
    Applicant#   Applicant Name        Soc Sec      Job Desc Desired  Recr
    A10          Abatemann,Carla       154-56-4200  Test Job Descript MWR
 PRI  ENT REQ NUMBER  DISP STATUS       REFERRED TO    RESP COMMENT
      I/E APPL DATE   DISP DATE         REFER DATE     RESP DATE
 ( 1)  FW  A2          Open Application
       I  07/23/1992  07/23/1992

                     Option No.  Option
                     ----------------------------------
                        1      Application Information
                        2      Application Status
                        3      Application Status History




 Enter option--
```

After you enter an option, the system displays the associated screen. After acceptance of each screen, the system returns you to this menu.

Application Status Screen

The Application Status Screen is the primary means to monitor the applicant's specific application. This screen defines the disposition status, routing or Referred To status, offer information, and application comments. This screen can also be accessed from the Requisition Status and Applicant List from the Requisition Management function. A single applicant can have multiple concurrent applications for different positions.

NOTE: The Requisition Disposition/Status and Applicant List screen in Requisition Management cannot create new detail applications. This screen is used to access only those applications already defined.

```
                  General Hospital HR Application Detl Processor
                                          Tue Sep 29, 1992 03:44 pm
     Applicant#   Applicant Name             Soc Sec      Job Desc Desired  Recr
     A2           Kettman,Judith Denise      987-65-4321  Nurse - RN          MR
  1 Entity  2 Req Nbr     3 Department      4 Job Class/Position Requested
    DP        10            00/00/00/8060    8900/001 HVAC Foreman
  5 Appl Date    6 Disposition Status          7 Disposition Reason
    08/07/1991     C Closed Application          CUR Current Employee
  8 Disp Date    9 Offer Date  10 Accept Date  11 Start Date   12 Delete Ind
    08/07/1991  ->                                                No
 13 Application Comments                     14 Edit Application Note?
    The employee has decided to withdraw         N
 15 Type Refer Date  Refer To      Dept          Resp Date   Comments
    Rte  08/07/1991  JONES,BRIAN   00/00/00/8076  08/07/1991  CUR EMPLOYEE
    Inv  08/07/1991  BATES,MARVIN  00/00/00/9371  08/07/1991  WITHDREW APPL




  Enter offer date--            |
                   next screen(/) or previous screen(/P) [/]
```

Field Explanations

1. ENTITY CODE (DISPLAY ONLY)
This field contains the entity code that applies for the position (requisition).

2. REQUISITION NUMBER (DISPLAY ONLY)
Each application is linked to a requisition, entered on the Requisition Management screens.

3. DEPARTMENT (DISPLAY ONLY)
This field displays the associated requisition position for which this application applies.

NOTE: The Department is displayed in the format established by General Ledger.

4. JOB CLASS/POSITION REQUESTED (DISPLAY ONLY)
This field displays the associated job class/position, position number and description for which this application and requisition is defined.

5. APPLICATION DATE (DISPLAY ONLY)
This is the date that the applicant applies for the position (requisition). The system date is the default entry. Display format of the date is MM/DD/YYYY.

6. DISPOSITION STATUS (1-AN-R)
This field contains the current status of the applicant's detail application. Entry is validated against the Application Disposition/Status Code Table. Valid values are:

I   Invite Applicant

O   Open Application

H   Hold Applicant

R   Reject Application

C   Closed Application

E   Employee-Hired Applicant

NOTE: Any change made to the Current Disposition Status creates an entry in the Application Status History, capturing the new value, disposition date, and any other change made by the user.

7. DISPOSITION REASON (3-AN-R)
This field contains the further explanation or reason for the current status of the applicant's application. Entry is validated against the Disposition Reason Code Table. After you enter the code, the system displays the description. You can enter a hyphen (-) to display a help list containing valid codes.

8. DISPOSITION DATE (6-N-R)
This field contains the date of change of disposition status. Every time the Disposition Status is changed, the system automatically sets this date to the system date. You can override this value, but the entered date cannot be greater than the system date, nor less than the Application Date. Display format of the date is MM/DD/YYYY.

9. OFFER DATE (6-N-O)
This is the date that an offer is made to the applicant for the requisition. The entered date cannot be less than the Application Date. Display format of the date is MM/DD/YYYY.

10. ACCEPT DATE (6-N-O)
This is the date the applicant accepted the offer for the position described in the requisition. The entered date cannot be less than the Application Date. Display format of the date is MM/DD/YYYY.

11. START DATE (6-N-O)
This is the date, after the offer is accepted, that the applicant indicates that he/she can start work in the position. The entered date cannot be less than the Application Date. Display format of the date is MM/DD/YYYY.

12. DELETE INDICATOR (DISPLAY ONLY)
This field displays the Delete Indicator, maintained via the Retention/Purge Pre-List Report Process or manually via the Detail Application Screen. Valid values are:

N   No, do not delete this application's information.

Y   Yes, delete this application's information during the Purge Process.

13. APPLICATION COMMENTS (40-AN-O)
This field provides a free-form entry of application data, to use as you wish. For example, you could store the name of the referring employee, or store a line of reviewer summarization.

14. EDIT APPLICATION NOTE? (1-A-O)
In order to capture additional application review notes, the system supports free form text entry, using the STAR Editor.   Enter **Y** for Yes in the field (the field default is N for No) to edit the data.

The remaining information displays on the scrolling portion of the screen.

15. ROUTE/INVITE LIST
This section contains the various persons and/or departments to whom the application and/or applicant is routed and referred. The system supports two types of entry - for Routing and for Interview.

NOTE: The first (highest on the list) entry of each type is designated the primary entry. The primary entry of the Reference type is displayed on the Requisition Applicant List and the Detail Applicant Selection screen.

ROUTE TYPE (1-A-R)
This field identifies the specific type of reference. Valid values are:

R   Route to. The person/department the applicant information is routed to for review and appraisal.

I   Invite. The person/department the applicant is to see for review and appraisal.

The default is R.

REFER TO DATE (6-N-R)
This is the date the applicant, resume or application is sent to the person/ department. The entered date cannot be less than the Application Date. Display format of the date is MM/DD/YYYY.

REFERRED TO (14-AN-O)
This field contains the name of the individual to whom the application and/or applicant (for interview) is routed and referred. This field is free-form entry. This field is displayed on the Requisition Applicant List.

REFERRED TO (DEPT) (10-N-R)
This field contains the department to which the application and/or applicant (for interview) is routed and referred. If you enter an equals (=) sign, the system automatically loads the Requisition Department from the Application Requisition. Entry is validated against the GL Department Master. You can enter a hyphen (-) to display a help list containing valid codes.

NOTE: Display and Format of the entered department is in accordance with General Ledger standards.

RESPONSE DATE (6-N-O)
This is the date the resume/application/comments are returned from the reference person/department. The entered date cannot be less than the Application Date. Display format of the date is MM/DD/YYYY.

COMMENTS (15-AN-O)
This field is used for free-form entry of any short comment from the reference person/ department, summarizing the result of the application review.

Application Status History Screen

The Application Status History screen contains the total listing of all changes made to the application's Disposition Status field.

The status history displays in reverse chronological order, based on the disposition date of the change. This means that the most recent change is displayed first, while the oldest is displayed at the end of the list. All information is display only.

After you select the option from the Applicant Master Processor, the system displays the screen:

```
                    General Hospital Applicant Master Processor
                    HR Application Detl Page 7 of 7  Thu Aug 02, 1991 03:28 pm
    Applicant#    Applicant Name            Soc Sec      Job Desc Desired   Recr
    A8            Armour,Wilson S           222-33-4567  Asst Head Nurse    JDK
  1 Entity  2 Req Nbr      3 Department      4 Job Class/Position Requested
    DP        6                 00/00/00/8111     1300 Nurse - RN
  5 Appl Date    6 Disposition Status               7 Disp Date    8 Recruiter
    08/01/1991    H Hold Applicant                   08/01/1991     JDK
                            APPLICATION STATUS HISTORY
  9 Disposition Status      Disposition Reason       Disp Date   Edit By/Date
    H Hold Applicant        NEW New Application       08/01/91    JDK 08/01/1991




 Enter field number or '/' starting field number--
                 next screen(/) or previous screen(/P) [/]
```

HR AFFILIATIONS AND LICENSES

The Affiliations and Licenses screen identifies the applicant's generic job code, union membership, professional affiliation membership, and provides a detail list of professional license information. The professional licenses are categorized by type -- certificates, licenses, permits, degrees, training programs, orientation courses, and in-service training.

```
                    General Hospital HR Affil/Licenses Processor
                                            Fri Aug 03, 1991 02:34 pm
      Applicant#    Applicant Name            Soc Sec      Job Desc Desired   Recr
      A8            Armour,Wilson S           222-33-4567  Asst Head Nurse    JDK
   1 Job Code                    2 Edit By             3 Edit Date
     RN Registered Nurse
                         PROFESSIONAL AFFILIATIONS INFORMATION
   4 Union Membership           5 Union Local        6 Membership Date
     01 Hospital Workers          1199                 03/09/1991
   7 Prof Affiliation 1    8 Highest Position      9 Entry Dt   10 Exit Date
     American Medical Ass    SECRETARY               02/17/1987    12/30/1991
  11 Prof Affiliation 2   12 Highest Position     13 Entry Dt   14 Exit Date

                         PROFESSIONAL LICENSE INFORMATION
  15 License/Cert/Per Type State        License Number        Eff Date   Exp Dat
     CPR CPR          C   GEORGIA                             11/04/1991 11/01/1991
     RN Registered N  L   GEORGIA       GA123-432             05/18/1991 05/17/1991




  Accept this screen? (Y/N) [Y]--
```

WARNING: When the applicant number is assigned to an existing employee, the system simultaneously shares the employee's demographic, biographic and skills information with the applicant information. Data changed in either location will affect the other. This can affect historical reporting.

Field Explanations

1. JOB CODE (4-AN-O)
This field contains the code indicating the employee/applicant's generic job code (RN, LPN, MD, aide). This job code is not necessarily the same as the job class title from the employee's positions. For example, a physician can have a job class of Vice President or Director. However, the job code is MD for physician. Another example is the numerous job classes for different types of RNs; however, all have a job code of RN. Entries are validated against the Job Code Table. You can enter a hyphen (-) to display a help list containing valid codes. This Job Code can be used in the Applicant Search function.

2. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who made the last change to this applicant record.

3. EDIT DATE (DISPLAY ONLY)
This field contains the date and time of the last change made to this applicant record.

4. UNION MEMBERSHIP (2-AN-O)
This field contains the code of the union with which the applicant is affiliated. Entries are validated against the Union Membership Code Table. After you enter the code, the system displays the description. You can enter a hyphen (-) to display a help list containing valid codes.

5. UNION LOCAL CODE (DISPLAY ONLY)
This field identifies the local branch of the union with which the applicant is affiliated. After you enter the union membership code, the system displays the local code.

6. MEMBERSHIP DATE (6-N-O)
This field contains the actual date on which the applicant became a member of the union. As per STAR Standards, you can enter any valid date (no hire date restrictions), change an existing date, or use the T+/- date entry convention (relative to the system date). This date is used for Union Membership and action reporting. The field is displayed as MM/DD/YYYY.

7. PROFESSIONAL AFFILIATION 1 (4-AN-O)
This field contains the code of the association and/or organization with which the applicant is affiliated. The transaction prompt allows for free-form entry of the name or entry from the Employee Master via employee name within the entity defined for the requisition or hyphen (-) lookup. If the name is entered via free-form, then the name must be preceded by an asterisk (*). This special character is what tells the system that this if free-form, and will not initiate an employee lookup. The asterisk is not stored with the name.

Entries are validated against the Professional Affiliation Code Table. After you enter the code, the system displays the code and description. You can enter a hyphen (-) to display a help list containing valid codes.

8. HIGHEST POSITION HELD IN AFFILIATION (20-AN-O)
This field contains the user-maintained note signifying the highest position or office held by the applicant in the professional affiliation. An example of this position is Regional President of HCFA. This field allows for free-form entry.

9. ENTRY DATE (6-N-O)
This field contains the actual date on which the applicant became a member of the professional affiliation. As per STAR Standards, you can enter any valid date, change an existing date, or use the T+/- date entry convention (relative to the system date). The field is displayed as MM/DD/YYYY.

10. EXIT DATE (6-N-O)
This field contains the actual date on which the applicant resigned/left the professional affiliation. As per STAR Standards, you can enter any valid date, change an existing date, or use the T+/- date entry convention (relative to the system date). The field is displayed as MM/DD/YYYY.

11. PROFESSIONAL AFFILIATION 2 (4-AN-O)
This field contains the second code of an association and/or organization with which
the applicant is affiliated. The transaction prompt allows for free-form entry of the
name or entry from the Employee Master via employee name within the entity defined
for the requisition or hyphen (-) lookup. If the name is entered via free-form, then the
name must be preceded by an asterisk (*). This special character is what tells the
system that this if free-form, and will not initiate an employee lookup. The asterisk is
not stored with the name.

Entries are validated against the Professional Affiliation Code Table. After you enter
the code, the system displays the code and description. You can enter a hyphen (-) to
display a help list containing valid codes.

12. HIGHEST POSITION HELD IN AFFILIATION (20-AN-O)
This field contains the user-maintained note signifying the highest position or office
held by the applicant in the professional affiliation. An example of this position is
Secretary of AMA. This field allows for free-form entry.

13. ENTRY DATE (6-N-O)
This field contains the actual date on which the applicant became a member of the
professional affiliation. As per STAR Standards, you can enter any valid date, change
an existing date, or use the T+/- date entry convention (relative to the system date).
The field is displayed as MM/DD/YYYY.

14. EXIT DATE (6-N-O)
This field contains the actual date on which the applicant resigned/left the professional
affiliation. As per STAR Standards, you can enter any valid date, change an existing
date, or use the T+/- date entry convention (relative to the system date). The field is
displayed as MM/DD/YYYY.

The remaining information displays on the scrolling portion of the screen.

Professional License Information

Multiple entries are allowed in this field. The specific code types (McKesson defined)
for Human Resources Applicant Management are:

> License
> Certificates
> Permits
> Degrees
> Training
> Orientation
> In-Service

The entries define the professional licensure the applicant has attained. The Code
Types allowed are: Certificates, Licenses, Permits, Education Degrees, Training,
Orientation, and In-Service type programs.

15. LICENSE/CERTIFICATE/PERMIT CODE   (2-AN-O)
This field contains the code identifying the License, Certificate, Permit, Education
Degrees, Training, Orientation, and In-Service type programs that the applicant has
acquired. Entries are validated against the Certificate/License/Permit Code Table.
After you enter the code, the system displays the code, description, and type. You can
enter a hyphen (-) to display a help list containing valid codes. You can assign
duplicate license codes to allow for licenses in different states or to retain historical
data for competency information. These codes are used in the Applicant Search
function.

TYPE (DISPLAY ONLY)
This field indicates that the specific requirement type of the entered code. The code
type displays after you enter the license/certificate/permit code. Valid values are:

   C   Certificate

   L   License

   P   Permit

   D   Degree

   T   Training

   O   Orientation

   I   In-Service Training

STATE   (2-A-O)
This field contains the code of the state where this License/Certificate/Permit was
issued. Entries are validated against the STAR State Code Table (not TaxTable). You
can enter a hyphen (-) to display a help list containing valid codes.

LICENSE NUMBER (20-AN-O)
This field contains the specific license number associated with this license/certificate/
permit.

EFFECTIVE DATE (6-N-O)
This field contains the actual date on which this license was issued and became
effective for this applicant. As per STAR Standards, you can enter any valid date (no
hire date restrictions), change an existing date, or use the T+/- date entry convention
(relative to the system date). The field is displayed as MM/DD/YYYY. This date is
used for license monitoring and action reporting.

EXPIRATION DATE (6-N-O)
This field contains the expected date on which this license will expire, as determined
by the license by-laws. You can enter any valid date (no hire date restrictions), change
an existing date, or use the T+/- date entry convention (relative to the system date).
This date is used for license monitoring and action reporting.

HR LANGUAGES AND SKILLS

The Languages and Skills section of the Applicant Information enables you to capture specific work-related skills for the applicant. This information can be matched against the position requisition requirements and the job description.

This screen contains the skills entered for the applicant, Drivers License Information, and Languages. It is divided into two parts similar to HR Education. For more information, see the HR Education subsection.

```
              General Hospital HR Languages/Skills Processor
                                          Fri Aug 03, 1991 02:36 pm
    Applicant#   Applicant Name              Soc Sec      Job Desc Desired  Recr
    A8           Armour,Wilson S             222-33-4567  Asst Head Nurse   JDK
 1 Job Code
   RN Registered Nurse
 2 Drivers License Nbr     3 Issue St   4 Lic Class    5 Exp Date
   222-33-4567             GA             Automobile      11/04/1991
 6 Language 1             7 Language 2                 8 Language 3
   01 English               10 Sign Language             02 Spanish
  OPT  SKILL CODE/DESCRIPTION        PROF RATE      YRS SUPR? SPECIALTY
 ( 1)   ER  Emergency               Average Profici  2.0 No
 ( 2) NURS  Nursing                 Expert Level Ac  8.0 Yes  ACUT,DIAG,EDUC




 Edit above information (A) or skills(S)--  |
```

WARNING: When the applicant number is assigned to an existing employee, the system simultaneously shares the employee's demographic, biographic and skills information with the applicant information. Data changed in either location will affect the other. This can affect historical reporting.

Field Explanations

1. JOB CODE (4-AN-O)
This field contains the code indicating the applicant's generic job code (RN, LPN, MD, aide). This job code is not necessarily the same as the job class title from the employee's positions. For example, a physician can have a job class of Vice President or Director. However, his job code is MD for physician. Another example is the numerous job classes for different types of RNs; however, all have a job code of RN. Entries are validated against the Job Code Table. You can enter a hyphen (-) to display a help list containing valid codes. This job code can be used in the Applicant Search function.

2. DRIVERS LICENSE NUMBER (20-AN-O)
This field allows the user to capture and store the applicant's driver's license number. This information can be important if the applicant is applying for a job requiring a driver's licence or for user vehicle pools.

3. ISSUE STATE (2-AN-O)
This field contains the state in which the driver's license was issued. Entries are validated against the State Code Table. You can enter a hyphen (-) to display a help list containing valid codes.

4. DRIVERS LICENSE CLASSIFICATION/TYPE (2-AN-O)
This field contains the code defining the classification or type for which the driver's license was issued. Examples include automobile, bus, truck, motorcycle, and so on. Entries are validated against the Drivers License Class Code Table. You can enter a hyphen (-) to display a help list containing valid codes.

5. EXPIRATION DATE (6-N-O)
This field contains the expected date on which this license expires. You can enter any valid date (no hire date restrictions), change an existing date, or use the T+/-date entry convention (relative to the system date). This date is used for license monitoring and action reporting.

6. LANGUAGE 1 (2-AN-O)

7. LANGUAGE 2 (2-AN-O)

8. LANGUAGE 3 (2-AN-O)
These fields contain the language known or spoken by the applicant. Entries are validated against the Language Code Table. After you enter the code, the system displays the description. You can enter a hyphen (-) to display a help list containing valid codes. These codes are used in the Applicant Search function.

The multiple skills information is listed in a scrolling screen. The skills listed here are display only, maintained by the next detail screen.

Skills Display

The scrolling portion of the screen allows for display and selection of multiple applicant skill entries. Each entry carries further definition, entered on the detail screen, of the individual skill.

SKILL CODE (DISPLAY ONLY)
This field contains the code identifying a specific skill of the applicant. Entry is validated against the Skill Code Table. After you enter the code, the system displays the code and description. You can enter a hyphen (-) to display a help list containing valid codes. These skill codes are used in the Applicant Search function.

SKILL CODE DESCRIPTION (DISPLAY ONLY)
This field contains the literal description of the specific skill level. After you enter the Skill Code, the system displays the code and description.

SKILL PROFICIENCY RATE (DISPLAY ONLY)
This field contains the code identifying the specific skill proficiency rating level. Entry is validated against the Proficiency Code Table. After you enter the code, the system

displays the description. You can enter a hyphen (-) to display a help list containing valid codes.

SKILL YEARS OF EXPERIENCE (DISPLAY ONLY)
This field identifies the number of years ofapplicant experience with the skill code. The field display format is 99.9.

SKILL SUPERVISORY EXPERIENCE (DISPLAY ONLY)
This field is used to indicate whether the applicant has supervisory experience with this skill. Valid values are:

Y　　　　Yes, supervisory experience is a requirement

N　　　　No, supervisory experience is not a requirement

SPECIALTY CODES (DISPLAY ONLY)
This field is used to further identify the specific specialties defined with this skill code. Entries are validated against the Skill Specialty Code Table. You can enter a hyphen (-) to display a help list containing valid codes.

Skills Detail Screen Information

If you enter **S** (skills), the system displays the following prompt:

Enter option number or add(A)--

You can enter the option number to edit existing screen data. If you enter **A** to add, the system prompts you to enter the skill code (from the code table), then displays the Skills Detail Screen for addition of a new skills history.

This screen allows detail maintenance of the individual skill.

```
                    General Hospital HR Languages/Skills Processor
                                            Fri Aug 03, 1991 02:36 pm
       Applicant#    Applicant Name          Soc Sec      Job Desc Desired  Recr
       A8            Armour,Wilson S         222-33-4567  Asst Head Nurse   JDK
    1 Skill Code     2 Description
       ER             Emergency
    3 Skill Proficiency Rate      4 Yrs Experience          5 Yr Last Used
       AVG Average Proficiency        2.0                     1988
    6 Supervisory Skill?           7 Skill Acquisition Location
       No                            OJ On-The-Job Training
    8 Specialty Codes              9 Typing Speed (wpm)      10 Medical Term?
   ->                                                           No
   11 Comments

   12 Edit By   13 Edit Date/Time
      JDKKet       08/01/91 16:21




   Enter skill specialty--
```

Field Explanations

1. SKILL CODE (4-AN-R)
This field contains the code identifying a specific skill accomplished by the applicant.
Entry is validated against the Skill Code Table. After you enter the code, the system
displays the code and description. You can enter a hyphen (-) to display a help list
containing valid codes.

2. SKILL CODE DESCRIPTION (DISPLAY ONLY)
This field contains the literal description of the specific skill level. After you enter the
Skill Code, the system displays the code and description.

3. SKILL PROFICIENCY RATE (4-AN-O)
This field contains the code identifying the specific skill proficiency rating level. Entry is
validated against the Proficiency Code Table. After you enter the code, the system
displays the description. You can enter a hyphen (-) to display a help list containing
valid codes.

4. SKILL YEARS OF EXPERIENCE (4-N-O)
This field identifies the number of years ofapplicant experience with the skill code. The
field display format is 99.9.

5. YEAR SKILL WAS LAST USED (4-N-O)
This field identifies the last year of active usage for this skill by the applicant. For
example, an applicant can have two years experience with Word Processing, but if the
year last used was 1982, chances are that skill is not effective compared to current
technology. The field display format is yyyy.

6. SKILL SUPERVISORY EXPERIENCE (1-A-O)
This field is used to indicate whether the applicant has supervisory experience with this skill. Valid values are:

Y   Yes, supervisory experience is a requirement

N   No, supervisory experience is not a requirement

7. SKILL ACQUISITION LOCATION (3-AN-O)
This field is used to further identify how the applicant acquired and used this skill code by identifying the location. For example, was the skill acquired through on-the-job training, formal training, personal life, and so on. Entry is validated against the Skill Location Code Table. After you enter the code, the system displays the description. You can enter a hyphen (-) to display a help list containing valid codes.

8. SPECIALTY CODES (MULTIPLE) (4-AN-O)
This field is used to further identify the specific specialties defined for this skill code. Entries are validated against the Skill Specialty Code Table. Multiple specialty codes can be entered. You can enter a hyphen (-) to display a help list containing valid codes.

9. TYPING SPEED (3-N-O)
This field is used to indicate the approximate typing speed of the applicant. The system displays the entry as 999 words per minute. This information can be useful when screening applicants for clerical positions.

10. MEDICAL TERMINOLOGY INDICATOR (1-A-O)
This field is used to indicate whether the applicant is familiar with medical terminology in association with this particular skill. For example, the skill can be Typing, with 95 wpm Typing Speed, with Medical Terminology experience. Valid values are:

Y   Yes, person has medical terminology experience in this skill.

N   No, person has no medical terminology experience in this skill.

11. INDIVIDUAL SKILL COMMENTS (40-AN-O)
This field provides a free-form entry of skill comments about this individual skill, to use as you wish.

12. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the skill record.

13. EDIT DATE/TIME (DISPLAY ONLY)
This field contains the date and time on which the records were last modified.

HR PRIOR EMPLOYMENT

The Prior Employment Information enables you to capture prior employment and experience data for record keeping and Applicant Tracking. It provides a manner to capture overall employment experience, as well as an unlimited number of prior employments. The selection screen enables you to see the prior employments entered, and allows for entry of other employments.

When you choose this option, the following screen displays:

```
              General Hospital HR Prior Employment Processor
                                        Tue Aug 14, 1991 04:05 pm
   Applicant#   Applicant Name          Soc Sec      Job Desc Desired  Recr
   A8           Armour,Wilson S         222-33-4567  Asst Head Nurse   JDK
 1 Experience Level             2 Prior Hospital Exp?  3 Last Date Employed
   EXP Expert                     Yes                    08/01/1991
 4 Comments
   Has displayed management abilities
 5 Edit by                      6 Edit Date/Time
   Kettman,Jonathan               08/09/91 08:41
 OPT EMPLOYER NAME     DATE LEFT  DATE START REASON      POSITION TITLE
 ( 1) Harper & Co.               06/01/1987 Dissatisfied Nurse - RN




 Edit above experience (A) or employers(E)--
```

WARNING: When the applicant number is assigned to an existing employee, the system simultaneously shares the employee's demographic, biographic and skills information with the applicant information. Data changed in either location will affect the other. This can affect historical reporting.

To modify existing experience level-related data on the screen, enter **A** (Above). If you enter **E** (edit employers), the system prompts you to enter the employer option to view/edit or to add a new employer to the list.

All prior employees are listed in reverse chronological order, based on the Date Left or Date Start field. If the Date Left field is left blank, it is assumed that the individual is still in that job. The system uses the Date Started field as a determining factor for the chronological order.

Field Explanations

1. EXPERIENCE LEVEL CODE (3-AN-R)
This field contains the code identifying the experience level the employee and/or applicant has achieved. This value is used to indicate a general employment

experience level that can be used for comparison between applicants or employees. Entry is validated against the Experience Level Code Table. After you enter the code, the system displays the code and description. You can enter a hyphen (-) to display a help list containing valid codes. This code is used for the Applicant Search function.

2. PRIOR HOSPITAL EXPERIENCE INDICATOR (1-A-O)
This field is used to indicate whether the employee and/or applicant has ever worked in a hospital prior to employment at this hospital. Valid values are:

Y   Yes, person has prior hospital experience.

N   No, person has no prior hospital experience.

3. LAST DATE EMPLOYED (6-N-O)
This field contains the date when the employee and/or applicant last worked in a hospital prior to employment at this hospital. You can complete this field by entering a date or by using the T+/- date entry convention.

4. COMMENTS (40-AN-O)
This field provides a free-form entry of general experience and/or employer comments, to use as you wish.

5. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the overall employment records.

6. EDIT DATE/TIME (DISPLAY ONLY)
This field contains the date and time on which the records were last modified.

The remaining information displays on the scrolling portion of the screen.

Employment History

The system displays the employment history in a scrolling screen format for selection. All information is display only. The detail employer screen allows entry of the employment data. All entries are listed in reverse chronological order.

EMPLOYER NAME(S) (DISPLAY ONLY)
This field displays the description of the applicant's prior employers. The prior employers are displayed in reverse chronological order. Entry of the prior employers are maintained from the detail screen.

EMPLOYER - DATE LEFT (DISPLAY ONLY)
This field contains the date when the applicant last worked at the associated employer. All entries are listed in reverse chronological order, based upon the Date Left field. The system will also use the Date Started field, as a secondary sort value, for the chronological order.

EMPLOYER - DATE STARTED (DISPLAY ONLY)
This field contains the date the applicant started work for the employer. If the Date Left is not entered, the Date Started is used to order this employer in the Employment History.

EMPLOYER - REASON FOR LEAVING (DISPLAY ONLY)
This field displays the description of the applicant's reason for leaving the prior employers.

POSITION TITLE (DISPLAY ONLY)
This field displays the entered job description of the applicant's at the time of leaving the prior employers.

The Prior Employment Information is divided into two parts -- the overall employment experience (also used for Applicant Search) and the detail employer listing. Each part can be modified independently.

If you want to add to or edit the experience or employer information, respond to the prompt on the selection screen:

> *Edit above experience (A) or employers(E)--*

To add to or edit existing experience information, enter **A** (above) to access the overall employment experience information (located above the employer list).

Employer Detail Screen Information

If you enter **E** for Employers, the system displays a prompt to edit existing employers or to add a new employer:

> *Enter option number or add(A)--*

If you enter **A** for Add, the system prompts you to enter an employer code:

> *Enter employer code or '-' to list --*

You can find valid codes by entering a hyphen (-) to display a help list.

After you enter the employer code, the system displays the detail screen for the addition of an employer history.

This screen displays when you select a particular employer from the Selection Screen, or if you wish to add a new prior employer.

Prior employer entries are stored and listed in reverse chronological order, based on the Date Left field. The system also uses the Date Started field as a secondary sort value for the chronological order.

```
                General Hospital HR Prior Employment Processor
                                           Fri Aug 03, 1991 02:03 pm
     Applicant#    Applicant Name              Soc Sec       Job Desc Desired   Recr
     A8            Armour,Wilson S             222-33-4567   Asst Head Nurse    JDK
  1 Employer Name                 2 Date Left      3 Date Started   4 Years
    General County Hospital                         07/01/1982         8.0
  5 Reason for Leaving            6 End Base Pay  7 Beg Base Pay   8 Per?
    T4 Dissatisfied (Wages)          17.00                9.50      Hourly
  9 Position Title               10 Specialty Codes
    RN                              1300 Nurse - RN
 11 Duties/Functions
    General Nursing
 12 Immed Supervisor Name and Title 13 Contact Permission? 14 Telephone
    Marg Smith, Dir of Nursing      Yes                     (404)555-3434
 15 Employer Address             16 City               17 St  18 ZIP code
    1805 Northeast Main St.          ATLANTA               GA     30346
 19 Comments
    Likes Work, but not appreciated w/ wages



 Enter field number or '/' starting field number--
```

Field Explanations

1. EMPLOYER NAME (3-AN-R)
This field contains the code and description identifying the specific prior employer for the employee/applicant. Initial entry of the code occurs via screen prompt before display of this detail screen. All initial code entries are validated to the Employer Code Table. You can enter a hyphen (-) to display a help list containing valid codes.

Following initial entry, the Prior Employer Description or Name can be modified. This provides the ability to designate generic Employer Codes, with differentiation of Description here.

2. DATE LEFT (6-N-C)
This field contains the date when the employee and/or applicant last worked for the associated employer. The date is displayed in the format MM/DD/YYYY.

All entries are listed in reverse chronological order, based on the Date Left field. The system also uses the Date Started field as a secondary sort value for the chronological order.

3. DATE STARTED (6-N-C)
This field contains the date when the employee and/or applicant started work for the associated employer. The date is displayed in the format MM/DD/YYYY.

4. YEARS AT EMPLOYER (4-N-O)
This field contains the total years, displayed as 99.9, that the applicant was employed by this employer. When both the Date Left and the Date Started are entered, the system calculates this field.

5. REASON FOR LEAVING (2-AN-O)
This field contains the code and description of the employee/applicant's reason for leaving the associated employer. Entry is validated against the Employee Status Reason Code Table (found in the Payroll/Human Resources module). After you enter the code, the system displays code and description. You can enter a hyphen (-) to display a help list of valid codes.

6. ENDING BASE PAY (10-N-O)
This field contains the base pay rate for when the employee and/or applicant last worked for the associated employer. The date is displayed in the format 999,999.99.

7. BEGINNING BASE PAY (10-N-O)
This field contains the employee and/or applicant's base pay rate at the time he or she began working for the associated employer. The date is displayed in the format 999,999.99.

8. SALARY PER ? PERIOD (2-AN-O)
This field further defines the Ending and Beginning Base Pay by providing the standard units (such as per hour, week, month, year, or pay period). Entry is validated against the Salary Per Period Code Table. After you enter the code, the system displays the abbreviated description. You can enter a hyphen (-) to display a help list containing valid codes.

9. POSITION TITLE (30-AN-O)
This field contains the free-form position title of the employee and/or applicant at the associated employer.

10. SPECIALTY CODES (MULTIPLE) (4-AN-O)
This field is used to further identify the specific skill specialties associated with the standard job description of the employee and/or applicant at the associated employer. Multiple codes can be entered. All entries are verified against the Skill Specialty Code Table. You can enter a hyphen (-) to display a help list containing valid codes.

11. POSITION DUTIES/FUNCTIONS (40-AN-O)
This field contains any additional free-form duties/functions for the position title of the employee and/or applicant at the associated employer.

12. IMMEDIATE SUPERVISOR NAME AND TITLE (30-AN-O)
This field contains the free-form entry of the prior supervisor name and supervisor's title of the employee and/or applicant at the associated employer. This field defaults to the Employer Contact from the Employer Code Table. This information can be useful for reference sources and employment review.

13. CONTACT PERMISSION INDICATOR (1-A-O)

This field information indicates whether the employee and/or applicant consents to the hospital's contacting the prior employer and supervisor for reference and review. Valid values are:

    Y   Yes, the person grants contact permission.

    N   No, the person does not grant contact permission.

    Blank   No response

14. EMPLOYER'S CONTACT TELEPHONE (13-AN-O)

This field contains the employer's contact telephone number. The field is displayed as (999)999-9999, according to STAR Standards. If the Employer Code Table is referenced, this field is initialized to the Contact Telephone field.

15. EMPLOYER'S ADDRESS LINE (25-AN-O)

This field contains the employer's street address. If the Employer Code Table is referenced, this field is initialized to the Address Line 1.

16. EMPLOYER'S CITY (18-AN-O)

This field contains the employer's city. If the Employer Code Table is referenced, this field is initialized to the City. The city is entered according to STAR standards format. The ZIP code can be entered, which extracts the city, state and ZIP code from the ZIP code Table. You can override this value.

17. EMPLOYER'S STATE (2-A-O)

This field contains the employer's state. If the Employer Code Table is referenced, this field is initialized to the State. You can enter a hyphen (-) to display a help list containing valid codes. Entries are validated against the STAR State Code Table (not State Tax Code Table).

18. EMPLOYER'S ZIP CODE (9-N-O)

This field contains the employer's ZIP code. The field is initialized to the ZIP code from the Employer Code Table. The nine-digit format is supported, displayed as 99999-9999.

If the ZIP code is entered into the City field, that value is automatically transferred to this field.

19. EMPLOYER COMMENTS (40-AN-O)

This field provides a free-form entry of employer comments, to use as you wish.

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HR EDUCATION

The Applicant Education Information enables you to capture the employee's overall formal education level, as well as an itemized accounting of all formal education and training schools. This function is not intended to capture each particular training course, but rather the overall process.

The process consists of two screens -- an overall education level with a school selection screen and an individual school listing. The schools are system-sequenced by Graduation Date and Start Date. In this way, unfinished programs are displayed first.

```
                    General Hospital HR Appl Education Processor
                                           Tue Aug 14, 1991 04:17 pm
      Applicant#    Applicant Name           Soc Sec      Job Desc Desired   Recr
      A8            Armour,Wilson S          222-33-4567  Asst Head Nurse    JDK
  1 Education Level              2 Total Educ Yrs     3 In Progress?   4 GED?
    BA Bachelor Degree                16.0                No                Other
  5 Comments                                     6 Edit by    7 Edit Date/Time
    Concentration in Health Care              Kettman,       08/08/91 16:51
                        HIGHER EDUCATION/TRAINING SCHOOLS
  OPT   SCHOOL NAME            TYPE YEARS IND GRAD DATE   START DATE   DEG/CERT
  ( 1) University of Georgia   4YR   0.7  No  06/01/1983  08/25/1982   MBA
  ( 2) The Ohio State Universi 4YR   4.0  Yes 06/12/1982               BS




  Edit above education (A) or schools(S)--
```

WARNING: When the applicant number is assigned to an existing employee, the system simultaneously shares the employee's demographic, biographic and skills information with the applicant information. Data changed in either location will affect the other. This can affect historical reporting.

Field Explanations

1. EDUCATION LEVEL CODE (4-AN-R)
This field contains the code identifying the overall education level accomplished by the employee and/or applicant. The code value is used for comparison purposes for Application Requisition Management and Applicant Search Criteria. Entry is validated against the Education Level Code Table. After you enter the code, the system displays the code and description. You can enter a hyphen (-) to display a help list containing valid codes. This code is used for the Applicant Search function.

2. TOTAL EDUCATION YEARS (2-N-R)
This field contains the total number of years of formal education the employee and/or applicant has attained. The value is used for comparison purposes for Application Requisition Management and Applicant Search Criteria. The display format is 99.

3. EDUCATION IN PROGRESS INDICATOR (1-A-O)
This field identifies whether the employee and/or applicant has completed formal education, or is still working towards completion. Valid values are:

Y   Yes, the employee's formal education is still in progress.

N   No, the employee's formal education is complete, and not in progress.

The default is N.

4. GRADUATE EQUIVALENCY DEGREE INDICATOR (1-A-O)
This field identifies whether the employee and/or applicant has completed high school under the graduate equivalency degree (GED) program. Valid values are:

Y   Yes, the employee's has earned GED.

N   No, the employee's has not yet earned GED, but in progress.

O   Other (the question is not relevant).

The default is O.

5. COMMENTS (40-AN-O)
This field contains any free-form comments to further describe this employee's and/or applicants educational profile.

6. EDIT BY (DISPLAY ONLY)
This field contains the name of the user who last modified the overall education records.

7. EDIT DATE/TIME (DISPLAY ONLY)
This field contains the date and time on which the overall education records were last modified.

Education Detail Screen

To modify existing education-level data on the screen, enter **A** (Above). If you enter **S** (edit schools), the system prompts you to enter the option or school choice to view/edit, or to add a new school.

Enter option number or add(A)--

The system then displays the detail school screen.

```
              General Hospital HR Appl Education Processor
                                          Fri Aug 03, 1991 02:29 pm
    Applicant#   Applicant Name            Soc Sec     Job Desc Desired  Recr
    A8           Armour,Wilson S           222-33-4567  Asst Head Nurse   JDK
 1 School Name                   2 School Type
   The Ohio State University       4YR Four Year Degree
 3 Total Years    4 Grad Ind     5 Graduation Date    6 Start Date
    4.0              Yes           06/12/1982
 7 Degree/Certificate            8 GPA (A=4)
   BS Bachelor of Science          3.40
 9 Major/Field of Study         10 Minor
   Nursing                        ->
11 Comments




 Enter field of study--     |
```

Field Explanations

1. SCHOOL NAME (4-AN-R)
This field contains the code and description/name of the school of higher education/
training school the employee/applicant attended. Entries are validated against the
School Code Table. After you enter the code, the system displays the code and
description display. You can enter a hyphen (-) to display a help list containing valid
codes.

Following initial entry, the School Description or Name can be modified by the user.
This provides the ability to designate generic school codes, with differentiation of
Description here.

2. SCHOOL TYPE (4-AN-R)
This field contains the code identifying the specific type of school (university, trade
apprentice, graduate school, and so on) associated with the entered school. Entries
are validated against the School Type Code Table. After you enter the code, the
system displays the code and description display. You can enter a hyphen (-) to display
a help list containing valid codes.

3. TOTAL SCHOOL YEARS (4-N-O)
This field contains the total number of years that the employee/applicant attended the
school. This user-maintained field can be used to piece together the overall employee/
applicant experience and education history. The field displays in the format 99.9 years.

4. GRADUATION INDICATOR (1-A-R)
This field indicates whether the employee/applicant graduated from the associated
school. The field can also display if the graduation is pending. Valid values are:

Y   Yes, the person has graduated from this school.

N   No, the person has not graduated from the school (different from pending).

P   Pending. The person has not yet graduated from the school, but is expected to graduate. The person's education is still in progress.

The default is N.

5. GRADUATION DATE (6-N-O)
This field indicates the date when the employee/applicant graduated from the associated school. If the Graduation Indicator is Pending, this field can display the expected graduation date. The display format is MM/DD/YYYY.

6. START DATE (6-N-O)
This field indicates the date when the employee/applicant began studies at the associated school. Together with the Graduation Date, this field can be used to piece together the overall employee/applicant experience and education history. The display format is MM/DD/YYYY.

7. GRADUATION DEGREE/CERTIFICATE (4-AN-O)
This field contains the code identifying the specific degree or certificate that the employee/applicant earned upon graduation from the associated school. Entries are validated against the Certificate/License/Permit Code Table. After you enter the code, the system displays the code and description. You can enter a hyphen (-) to display a help list containing valid codes.

8. GRADE POINT AVERAGE (4-N-O)
This field contains the academic grade point average that the employee/applicant achieved in the school. This user-maintained field can be used to compare different applicants applying for the same job, especially in accounting or administration. The field displays as 9.99, with a grade of A equal to 4.00.

9. MAJOR OR FIELD OF STUDY (4-AN-O)
This field contains the code identifying the employee/applicant's academic major or field of study at the school. Entries are validated against the Field of Study Code Table. After you enter the code, the system displays the code and description. You can enter a hyphen (-) to display a help list containing valid codes.

10. MINOR STUDY (4-AN-O)
This field contains the code identifying the employee/applicant's academic minor at the school. Entries are validated against the Field of Study Code Table. After you enter the code, the system displays the code and description. You can enter a hyphen (-) to display a help list containing valid codes.

11. SCHOOL COMMENTS (40-AN-O)
This field provides a free-form entry of education comments, to use as you wish.

EMPLOYEE/APPLICANT SEARCH

The STAR Financials Human Resources Applicant Management module provides a flexible applicant search reporting capability. Applicant Search allows you to search the applicant and/or employee pool for individual skills. Search Criteria includes: job description desired, education levels, experience levels, certificate/license requirements, languages, multiple skills, and/or combined with specific requisition or application disposition status.

The Applicant Search Report provides a printed outcome of the search. You can use a Search Code to add, change, or file search criteria as deleted. The date of the last change and the person who made that change are stored in this table for audit trail purposes. Since the specific search criteria is stored (similar to the Gaming function in the Payroll/Human Resources system), you can add criteria to further define the exact match desired.

Accessing Employee/Applicant Search

Select Applicant Tracking from the main menu. The system displays a secondary menu of options. Select Employee/Applicant Search. The system prompts for the Entity Code:

Enter entity code or '-' for list --

The entry is validated to the General Ledger Entity Master.

This Entity Code enables you to establish different search criteria for multiple entity environments. The entity code entered here defines the system's search for employees and specific requisition information, but does not limit the search through the Applicant Pool, which is defined as non-entity specific.

After you enter the Entity Code, the system prompts for the search code:

Enter search code or '-' for list--

The system allows you to define many different search criteria, which can be used to establish standing criteria searches for consistent results.

If the Search Code is unknown, you can enter a hyphen (-) to display a table of valid codes:

```
                   General Hospital Applicant Search Processor

 Ent : GENERAL HOSPITAL


 Page:01                            Search Model Codes
 ( 1) CLRK  - Clerk
 ( 2) LPN   - Licensed Practicing Nurse
 ( 3) OT    - Occupational Therapy
 ( 4) PT    - Physical Therapy
 ( 5) RN    - Registered Nurse
 ( 6) USEC  - Unit Secretary










     Enter choice--
```

In order for any search criteria to be used, the four-character, alphanumeric code must be first entered into this Search Criteria Master.

NOTE: If the entered Search Code had previously been designated as Inactive (Filed as Deleted), the code can be activated in the system or deleted. The system prompts you to choose Delete or Activate:

   Enter delete(D) from file or activate(A)--

If you enter **D** to delete, the Search Code is removed from the system. If you enter **A** to activate the Search Code, the criteria and associated report can be used.

If you are entering a new Search Code, the system displays a prompt asking whether to add the new code.

If you add the code or choose an existing code, the system displays the following
screen:

```
              General Hospital Applicant Search Processor
                                          Tue Sep 29, 1992 03:20 pm
 Ent : COUNTY GENERAL
  1 Search Code      2 Description                3 Search Type
    FWTE              CURRENT SEARCH CRITERIA        Both
  4 Last Search     5 Search Criteria Comments
    09/28/1992        APPLICANT AND EMPLOYEE SEARCH FOR 07/28/92
  6 Status          7 Edit by                    8 Edit Date/Time
    Active            Williams,Francene M          07/28/92 08:13am
                     EMPLOYEE/APPLICANT LEVEL SEARCH CRITERIA
  9 Job Desc Desired    10 Education Levels       11 Experience Levels


 12 Job Codes          13 Cert/License/Permits    14 Languages


 15 Exclusive Skill List


                      APPLICATION LEVEL SEARCH CRITERIA
 16 Req Number      17 I/E       18 Disp Status   19 Begin Date   20 End Date



 Enter field number or '/' starting field number--
```

Field Explanations

ENTITY DESCRIPTION (DISPLAY ONLY)
This field contains the entity description. The entity code here is used in the event that
differing Search Criteria needs to be defined by specific entities. This entity code is also
used when the search criteria includes employees, and for the Application Level
Search Criteria - Requisition, the Application Disposition/Status fields and Application
Entry Dates.

NOTE: If only the Applicant Level Search Criteria is defined for this search code, then
the Search Process will examine all applicants in the Applicant Master -
regardless of detail application - for the required criteria.

If the Application Level Search Criteria is also entered, then the Search
Process will limit to search to only those with detail applications in this entity.
The Applicant Level Search Criteria is also used to define the search
parameters.

1. SEARCH CODE (DISPLAY ONLY)
This field contains the search code determined to be meaningful and valid. The field is
entered from the pre-screen prompt. Once entered, the value cannot be modified.

2. DESCRIPTION (25-AN-R)
This field contains the literal description associated with the code.

3. SEARCH TYPE (1-A-R)
This field indicates the specific persons the system is to search for and where in the system the search takes place. Values are:

   E   Employees. The system will search for the criteria through the Employee
       Master for the selected Entity Code.

   A   Applicants. The system will search for the criteria through the Applicant Master
       only. Applicants are defined as non-entity specific; therefore, all applicants
       listed will be included in the search process.

   B   Both. The search function will review the Employee Master (for the selected
       entity) and the Applicant Master to find persons that meet the selection criteria.

4. DATE OF LAST SEARCH (DISPLAY ONLY)
This field contains the date of the last search (report production) using this specific search code. This field is intended to provide a marker to see when the search was last used. When the report is produced, the system automatically updates this field with the system date.

5. SEARCH CRITERIA COMMENTS (74-AN-O)
This field contains the comments for the search. These comments will print on your report.

6. STATUS (DISPLAY ONLY)
This field indicates whether the code is active or inactive. A code that is Filed as Deleted becomes Inactive and may be Activated as mentioned earlier. The system defaults this field to Active when the code is created.

7. EDIT BY (DISPLAY ONLY)
This field contains the name of the person who last modified the record.

8. EDIT DATE/TIME (DISPLAY ONLY)
This field contains the date and time on which the record was last modified.

If changes are made to the criteria, the system prompts you to accept the screen.

   Accept this screen? (Y/N) [Y]--

If you wish to edit a field, enter **N** for No at the prompt; you can then enter the number of the field to be edited.

If no changes were made to the data, the system prompts you to delete the Search Criteria:

   Delete? (N)--

If you enter **Y** to delete, the system then prompts you to indicate the type of deletion:

Enter delete(D) from file or file(F) as deleted [F]--

The types of deletions are:

D   Remove the Search Code and the associated criteria completely from the system.

F   Set the Status to Inactive and mark it for deletion. Entries that are Filed as Deleted remain in the system, but are Inactive and are not displayed with the Active codes when using the hyphen (-) lookup.

After you accept the screen, the system displays a prompt for you to choose to print a report based on the defined Search Criteria:

Produce and print the Applicant Search Report (Y/N) [Y] --

If you enter **Y** for Yes, the system initiates the Applicant Search Report process and produces the resulting report. You can still access the system during the report production.

NOTE: The system has the capability to produce a listing of all Search Codes, active and/or inactive values. If no entry is made when the system prompts for the Search Code, the system prompts you to print a report:

Do you want a printed list? (Y/N) [N]--

If you enter **Y** for Yes, the system prompts for sequence (sort by code or alphabetic) within each entity.

Enter code(C) sequence or alphabetic(A) [A]--

You can also specify that the report include any Filed as Deleted search codes when the following prompt displays:

Include entries filed as deleted? (Y/N) [N]--

Applicant Level Search Criteria

The Applicant Level Search Criteria portion of the screen allows you to define the specific desired skill set in the entire Applicant Master, regardless of requisition or entity and/or Employee Master. If you want to limit the search by entity, requisition, detail application disposition, or detail application dates, you can use the following fields to define that limit.

9. JOB DESCRIPTION DESIRED (MULTIPLE) (6-AN-O)
This field contains the job descriptions from the Applicant Demographic Information - Job Description Desired - to be used to define the applicant search. Multiple codes can be selected from the Job Description Master, with the field display showing the codes. All entries are validated against the Job Description Master. If the codes are

not known, a hyphen (-) can be entered to display a list of valid job descriptions. The system highlights those codes already selected.

An applicant with any one of these job description codes (and also matched to the other search criteria requirements) is included on the Search Report for this Search Code. If this field is left blank, then job description is not included in the search.

10. EDUCATION LEVELS (MULTIPLE) (4-AN-O)
This field contains the education levels that are to be used to define the applicant search. Multiple codes can be defined and listed. All entries are validated against the Education Level Code Table. If the codes are not known, a hyphen (-) can be entered to display a list of valid education levels. The system highlights those codes already selected.

For the entire Applicant Master, these codes are compared to the applicant's Education Information. An applicant with any one of these education level codes (and also matching the other search criteria requirements) is included on the Search Report for this Search Code. If this field is left blank, then education level is not included in the search.

11. EXPERIENCE LEVELS (MULTIPLE) (4-AN-O)
This field contains the employment experience levels that are to be used to define the applicant search. Multiple codes can be defined and listed. All entries are validated against the Experience Level Code Table. If the codes are not known, a hyphen (-) can be entered to display a list of valid experience levels. The system highlights those codes already selected.

For the entire Applicant Master, these codes are compared to the applicant's Education Information. An applicant with any one of these education level codes (and also matching the other search criteria requirements) is included on the Search Report for this Search Code. If this field is left blank, then education level is not included in the search.

12. JOB CODES (4-AN-O)
This field contains the Job Codes from the Applicant Master to be included in this search. Multiple codes can be selected from the Job Code Table. You can enter a hyphen (-) to select multiple values from the table.

If this field is left blank, the Job Code is not used in the skills search. If a Job Code(s) is selected, an employee and/or applicant whose Job Code matches to any one of the listed codes is included in the skills search.

13. CERT/LICENSE/PERMIT/DEGREE(S) (MULTIPLE) (4-AN-O)
This field contains the various professional Licensure -- certificate/license/ permit/ degree -- Codes to be used to define the applicant search. Multiple codes can be defined and listed. All entries are validated against the Certificate/License/Permit Code Table. If the codes are not known, a hyphen (-) can be entered to display a list of valid codes. The system highlights those codes already selected.

For the entire Applicant Master, these codes are compared to the applicant's Certificate/License/Permit information on the Applicant Affiliation/License Information. An applicant with any one of these codes (and also matching the other search criteria requirements) are included on the Search Report for this Search Code. If this field is left blank, then the Certificate/License information is not included in the search.

14. LANGUAGES (MULTIPLE) (2-AN-O)
This field contains the various language skill codes to be used to define the applicant search. Multiple codes can be defined and listed. All entries are validated against the Language Code Table. If the codes are not known, a hyphen (-) can be entered to display a list of valid codes. The system highlights those codes already selected.

For the entire Applicant Master, these codes are compared to the applicant's language information on the Applicant Language/Skills Information. An applicant with any one of these codes in the Language 1, Language 2, or Language 3 fields (and also matching the other search criteria requirements) is included on the Search Report for this Search Code. If this field is left blank, then the Language information is not included in the search.

15. SKILL CODES (MULTIPLE) (4-AN-O)
This field contains the various skill codes that are to be used to define the applicant search. Multiple codes can be defined and listed. All entries are validated against the Language Code Table. If the codes are not known, a hyphen (-) can be entered to display a list of valid codes. The system highlights those codes already selected.

For the entire Applicant Master, these codes are compared to the applicant's skills information on the Applicant Language/Skills Information.

An applicant must satisfy all the skill codes entered, along with the other search criteria to be included on the report. This all inclusive feature separates this search field from the others, where any one code will satisfy the search.

If this field is left blank, then the detail skills information are not included in the search.

Application Level Search Criteria

The Application Level Search Criteria portion of the screen allows you to narrow the search by entity, requisition, detail application disposition, or detail application date. These search fields work against the detail applications of the applicants. Given any values in the fields below, an applicant without a detail application cannot be selected for the report, regardless of meeting the Applicant Level Search Criteria defined by the fields above.

16. REQUISITION NUMBER (11-AN-O)
This field contains the specific requisition number that the system is to search from the applicant's Detail Application Information. All entries are validated against the Requisitions defined for the entity entered for the definition of the Search Code. If the code is not known, a hyphen (-) can be entered to display a list of valid requisitions. The information displayed from the lookup includes the requisition number,

department, and Job Class/Position Description (the Job Class Description or the Job Description Master value, in accordance with the internal Payroll/Human Resources Interface Indicator for each requisition).

All applicants with this requisition code (and who also match the other search criteria requirements) are included on the report. If this field is left blank, the requisition number is not included in the search.

17. I/E INDICATOR (1-A-O)
This field contains the specific indicator to search for in the Applicant Master/Detail Application information. Values are:

    I   Internal application or candidate

    E   External application or candidate

If this field is left blank, the indicator is not used in the skills search. If a value is entered, only those applicants with a qualified detail application with that indicator will remain included in the skills search.

18. DISPOSITION STATUS (MULTIPLE) (1-A-O)
This field contains the various application disposition/status codes to be used to define the applicant search. Multiple codes can be defined and listed. All entries are validated against the Applicant Disposition/Status Code Table (maintained by McKesson). If the codes are not known, a hyphen (-) can be entered to display a list of valid codes. The system highlights those codes already selected.

These codes are compared to the applicant's detail applications. A detail application with any one of these disposition/status codes (and also matching the other search criteria requirements) is included on the Search Report for this Search Code. If this field is left blank, then the Application Disposition/Status information is not included in the search.

19. BEGIN APPLICATION DATE (6-N-O)
This field contains the specific date that acts to define the Begin Search Date against the Detail Application's Application Date. For an application to be included in the search, the Application Date must be equal to or greater than this Begin Date. All other criteria must also be matched for inclusion on the report. If this field is left blank, then Begin Date is not included in the search. Also, if the Begin Date is left blank, you cannot enter an End Date. Display format of the date is MM/DD/YYYY.

20. END APPLICATION DATE (6-N-C)
This field contains the specific date that acts to define the Ending Search Date against the Detail Application's Application Date. For an application to be included in the search, the Application Date must be less than or equal to this End Date. All other criteria must also be matched for inclusion on the report. Display format of the date is MM/DD/YYYY.

NOTE: This End Date is required if the Begin Date is entered. If no Begin Date is entered, then the system does not allow entry of the End Date. The End Date cannot be less than the Begin Date.

Chapter 7 - APPLICANT MANAGEMENT REPORTS

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Illustrations

INTRODUCTION

The Human Resources Applicant Management Reports contain various information about applicants, job descriptions, and requisitions. Each report contains unique selection criteria, based on the report requested. For each report, a description of its contents and an example of the report is given.

These are demand reports which can be generated by selecting the Applicant Management Reports option from the main menu.

Spooler Functions

Demand Print

The Demand Print function enables you to print or reprint reports that have been spooled to the disk using the system spooler.

If the report is specified to be a Demand Report in the report definition process, it is available for Demand Printing as soon as the report has finished spooling to disk.

If the report is specified to be an Immediate Print Report, it is available for Demand Printing if it is spooled to disk and the Immediate Print has completed.

Demand Print can be used for:

- Controlling the print order of reports. This permits you to define batches of reports in an order that best suits your needs.

- Reprinting of reports. This permits you to reprint up to a specified number of days after the report is created.

When a report is spooled it is placed in a queue. There are two queues in the system:

- The Print queue holds all reports waiting to print on a device. Once that device is available and all print criteria are satisfied (criteria such as: the queuer is running, the report and printer are defined as active, any specified print time has been reached and the correct form is on the printer), the system prints the report and moves it to the demand queue for that printer.

- The Demand queue contains reports available for reprint. Reports specified as demand reports go directly to the demand queue rather than passing through the print queue. The demand queue consists of previously printed

- reports and reports specified as demand reports. These are the reports available to the demand print process and are deleted from the demand queue when the retention time specified in the report definition is exceeded.

To access the Demand Print function, select the Demand Print option from the Spooler Management menu.

```
                    General Hospital Output Management Processor
                                             Wed Aug 11, 1993 09:27 am
 Output Management Input Options

            Option No.  Option
            ---------------------------------------
                 1        Reports Maintenance
                 2        Printer Maintenance
                 3        Forms Maintenance
                 4        Assign a Form to a Printer
                 5        Define Batch Report Groups
                 6        Print Control Maintenance

                 7        Queue Control
                 8        Print Job Control
                 9        Disabled printer display

                10        Demand Print
                11        View Spooled Reports
                12        Write Reports to Tape
                13        Print Special Forms
                14        Spooler Control Reports
 Enter option number--10
```

Once you select the demand print option, the system displays the following screen. The system uses the parameters you set on this screen to build this demand print set.

```
                    General Hospital Demand Print Processor
                                             Sat May 17, 1991 05:27 pm

  ( 1)Source Printer    : FIN
  ( 2)Report / Batch    : FSR9/0A
  ( 3)Starting date     : 02/05/91
  ( 4)Starting time     : 11:00 am
  ( 5)Ending date       : 02/16/91
  ( 6)Ending time       : 12:00 am
  ( 7)Queue Name        : System
  ( 8)Destination       : HSP












 Accept this screen? (Y/N) [Y]--
```

Field Explanations

1. SOURCE PRINTER (T-C-R) or (TABLE LOOKUP-R)
Enter the printer to which the report(s) were originally directed.

2. REPORT/BATCH (1-A-O)
Enter **B** to specify batch or **R** to specify reports. If you specify batch you can select predefined report batches. If you specify reports you can select report name(s) for all reports currently available for printing.

3. STARTING DATE (DATE-O)
Enter the date to begin searching for the selected reports. The report must have completed generating on or after this date to be included in your selection criteria.

4. STARTING TIME (TIME-O)
Enter the time to begin searching for the selected reports. The report must have completed generating at or after this time to be included in your selection criteria.

5. ENDING DATE (DATE-O)
Enter the date to stop searching for the selected reports. The report must have completed generating on or before this date to be included in your selection criteria. The default is the current date.

6. ENDING TIME (TIME-O)
Enter the time to stop searching for the selected reports. The report must have completed generating at or before this time to be included in your selection criteria. The default is the current time.

7. QUEUE NAME (U-C-O)
Enter the name of the queue where you want to place the selected report(s). The default is the SYSTEM queue.

8. DESTINATION (T-C-O) or (TABLE LOOKUP-O)
This field specifies the destination to which you want to route the selected report(s). This may differ from the original destination to which the report was routed. The default is the source printer.

If fax capability is enabled, when you access this field the system displays the following prompt:

Enter printer(P), or fax report(F)--

Enter **P** to route the report to printer(s). Enter **F** to fax the report.

If fax capability is not enabled or if you enter **P** to route the report to a printer, the system prompts you to select a printer.

If you enter **F** to fax the report, the system displays the following prompt:

First letters`-` for list, or NL to enter information--

Enter a hyphen (-) to select a fax destination from a distribution list or press ENTER to enter the fax destination manually.

After you specify the fax destination, the system displays the following prompt:

Enter override comment--

The override comment appears in the Fax audit trail, which is reviewed regularly by the Fax Administrator. Suggested information to enter for this comment would be your name and phone extension and some brief description.

Once you enter these parameters and accept the screen, the system searches the available reports and displays the following message:

Compiling list! Please wait!

Once the report completes, it is placed in a temporary file for review.

NOTE: If the Batch option is selected, all reports defined for the batch must have completed before processing can begin (except for reports marked as not required for completion in the batch definition). If any of the reports are incomplete, each report name displays on the screen so you can see which reports still need to be completed before the batch is available. If there was a problem with a report during generation, the system error displays with an asterisk (*) to indicate that you should contact your McKesson representative to correct and re-run the report.

When displaying the incomplete reports, any comment associated with the report at generation displays in dim video. Otherwise, the system displays the report description.

If you want to print some of the reports which have completed, choose the Reports option to select those reports.

The system displays the selected report(s) for review. You can delete report(s) from the batch or sort the reports into a specific order for printing:

Move (M), Change number of copies (C) or Remove from list (R)--

Upon completion of the sort/copy option, the system queues the selected reports, in the specified order, to the destination printer. As the system reviews the queue, it determines if the printer is available, prints the reports and displays the following:

Queueing!

Reports Maintenance

The Reports Maintenance function enables you to add and edit information about reports in the system, including:

• when the report prints (on demand, immediately, or at a specified time)

- where the report is sent (to a printer(s) or a fax)

- whether the report requires special forms

- if the report can be downloaded to a PC

- the security level required to demand print the report

- whether the report uses printer-based overlays

- what distribution list and cover page to use for a faxed report

When you select this function the system displays the following prompt:

Enter report name to add/edit or first letters and a dash (-) --

Enter the system name of the report or use a hyphen (-) to display and select from a table of report names. If the report does not exist the system displays the following prompt:

REPORTNAME Does not exist   Add this report (Y/N) ?--

Where REPORTNAME is the name of the report you identified at the preceding prompt. Enter **Y** to begin defining this report. Enter **N** to return to the preceding prompt.

When you identify the report you want to add or edit, the system displays the following screen:

```
              General Hospital Reports Maintenance Processor
                                        Wed Aug 11, 1993 03:55 pm

  1 Report Name          2 Description
    %ERTRAP                 SPOOLER ERROR TRAP-DONT DELETE
  3 Base Report          4 Release #       5 Owner
    No
  6 When Printed         7 Report Status   8 Retention Days
    Demand                 Active            7 days
  9 Restart Method      10 PC Download     11 Security Level
    Demand                 No                0
 12 Special Form        13 Overlay         14 Page Index  15 Max # Pages
                                              Yes
 16 List Update Routine 17 Distribution List            18 Cover Page

 19 Printer     Description          Copies  Default type  Start time End time
    %MVXLIP     Landscape mode         1      Demand        10:00AM    01:00PM
    1N          1 North                1      Both          01:01PM    09:59AM




 Enter field number or '/' starting field number--
```

Field Explanations

1. REPORT NAME (DISPLAY ONLY)
This field contains the system name of the report.

2. DESCRIPTION (30-AN-R)
This field identifies the text name of the report.

3. BASE REPORT (1-A-R)
This field identifies this report as being available in the base product. Enter **Y** if the report is available in the base product. Enter **N** if the report is available only on this system. The default is Y.

4. RELEASE # (5-N-R)
This field identifies the release number of the base product in which this report is available. This system does not allow you to access this field unless you entered **Y** in the Base Report field.

5. OWNER (1-A-O)
This field identifies the product code that *owns* this report. Enter the code of the product from which this report is available.

6. WHEN PRINTED (1-A-R) or (5-AN-R)
This field determines when the report should begin to print. Enter **I** to cause the system to begin printing this report immediately after it is generated. Enter **D** to cause the system to place this report into the Demand Print queue after it is generated. To cause the system to hold this report for printing until a specific time, enter the time in the HH:MM format. The default is I.

NOTE: To download a report to a PC, this field must be set to Demand. In addition, the Report Status must be Active.

7. REPORT STATUS (1-A-R)
This field determines the status of the report in the system. Enter **A** to make this report active in the system. Enter **I** to make this report inactive in the system. The default is A.

NOTE: Reports must have an Active status to be faxed or downloaded to a PC.

8. RETENTION DAYS (1-AN-R)
This field determines how long after the report is generated it should be retained in the system. To retain the report in the system from zero to nine days after it is generated, enter the number of days. To delete the report from the system immediately after it is printed, enter **D**. The default is 0.

9. RESTART METHOD (1-A-R)
This field determines alternative demand print methods. The only method currently supported is restart on demand (D).

10. PC DOWNLOAD (1-A-R)

This field enables the user to download the report. Enter **Y** to enable this option; enter **N** if this ability should not be enabled. The default is N.

11. SECURITY LEVEL (2-N-R) or (30-AN-R)

This field determines the minimum security level to demand print a report. You can enter a number between 0 and 99 or an at (@) sign, followed by a logical MUMPS expression. The standard security level variable must be established prior to choosing the Spooler menu.

12. SPECIAL FORM (10-AN-O)

This field identifies any special paper forms on which this report should print. Enter the name of the form or a hyphen (-) to display and select from a list of report forms. Special forms cannot be used with fax reports at this time.

13. OVERLAY (10-C-O)

This field identifies any printer overlay commands to be sent when this report is printed. Printer overlays contain special end of page commands, enabling you to print specific information on every page of reports printed at a specified printer.

When you access this field, the system prompts you for the name of the overlay to use. Enter the overlay name or use a hyphen (-) to display and select from a list of overlays.

14. PAGE INDEX (1-A-O)

This field determines whether the system should build a page index when this report is spooled. Enter **Y** to cause the system to build a page index, thus making the report immediately available to the View Spooled Reports function. Enter **N** if no page index is desired. The default is N.

If this field is set to N for No and the report is sent to a fax, the fax download manager builds the page index in order to determine if the page limit for the fax server has been reached.

15. MAX # PAGES (4-N-O)

This field identifies the maximum length of this report in number of pages. When generating the report, the system counts the pages as it generates them, comparing the count to this number. When the page count for the report reaches this number, the system suspends the job, thus preventing abnormally large spooler files from being created. The default is 300 pages.

16. LIST UPDATE ROUTINE (17-C-O) or (TABLE LOOKUP-O)

This field identifies the name of a routine, specified in the application, that dynamically builds the fax distribution list for the report. The routine name must be preceded by a caret (^). You cannot edit this field if a Distribution List is specified.

Enter the list update routine or select a list update routine from a list. Which list update routines display in the list is determined by the contents of the Owner field.

The system uses the distribution list built by the list update routine specified here only if the report is set up in the When Printed field to print Immediately or at a specified time. If the report is faxed using Demand Print (that is, the When Printed field is Demand) or via the View Spooled Reports function, this routine is not used.

17. DISTRIBUTION LIST (8-AN-O) or (TABLE LOOKUP-O)
This field specifies a distribution list to use for fax distribution for the report. Select a distribution list. You cannot edit this field if a routine is specified in the List Update Routine field.

The system uses the distribution list specified here only if the report is set up in the When Printed field to print Immediately or at a specified time. If the report is faxed using Demand Print (that is, the When Printed field is Demand) or via the View Spooled Reports function, this routine is not used.

Fax distribution lists are maintained by the hospital's Fax Administrator.

18. COVER PAGE (4-C-O) or (TABLE LOOKUP-O)
This field specifies a cover page to use when faxing a report. Enter the cover page code or enter a hyphen (-) and select a cover page from a list. The cover page specified here overrides any cover page defined in the distribution list. If you do not specify a cover page, the default system cover page is used.

Fax cover pages are maintained by the hospital's Fax Administrator.

Printer Assignments

19. NAME DESCRIPTION COPIES   DEFAULT TYPE   START TIME   END TIME
This field defines the printer assignments for the report. When you access this field, a scrolling screen displays at the bottom of the Reports Maintenance screen.

NOTE: If you assign multiple printers to a report, be sure to read the section describing Multiple Printer Assignments. For more information, see the Multiple Print Assignments subsection.

NAME (8-AN-R) OR (TABLE LOOKUP-R)
This field identifies the name of the logical printer to be assigned to this report. Enter the printer name or a hyphen (-) to display and select from a list of logical printers.

DESCRIPTION (DISPLAY ONLY)
This field contains the printer description. The printer description is defined in the Printer Maintenance function.

COPIES (2-N-R)
This field identifies the number of copies of the report to create on the defined printer. The default is 1.

NOTE: This field is not supported for fax queue processing. Fax processing sends one copy of a faxed report per destination.

DEFAULT TYPE (1-A-O)
This field is used to determine which printers output can be directed to.

If you press ENTER, this field displays DEMAND/BATCH. The printer is included on the list of available alternate printers. If the report runs in batch, the report prints at this printer. If the report is printed using the Demand Print function, the user can select this printer from a list of available alternate printers.

NOTE: If you press ENTER for this field, the system functions as it did prior to the 12.1 release.

If you enter **N** (for None), there is no default printer. If the report is printed using the Demand Print function, this printer is included on the list of available alternate printers.

If you enter **B** (for Batch), the report prints at this printer when the report is run in batch mode only.

If you enter **D** (for Demand), when a user runs the report as a demand report, they can select this printer from a list of available alternate printers.

START TIME (TIME-C)
This field and the End Time field determine the times during which the printer is available for printing this report. This field is required if an End Time is entered. If this field is left blank, the printer is always available.

END TIME (TIME-C)
This field and the Start Time field determine the times during which the printer is available for printing this report. This field is required if a Start Time is entered. If this field is left blank, the printer is always available.

After you complete the fields the system asks if you want to accept your entries to this screen. Enter **Y** to accept the current contents of the screen. Enter **N** to return to the screen without accepting your changes.

Forms Maintenance

Forms Maintenance enables you to define special forms that will be routed through the spooler. Forms defined in this function are attached for a report in the Reports Maintenance function. When you select this option, the system displays the following prompt:

Enter form name to add/edit or first letters and a dash (-) --

Enter the name of the form that you want to add or edit, or enter a hyphen (-) to display and select from a list of existing forms. When you identify the desired form, the following screen displays:

```
                    General Hospital Forms Maintenance Processor
                                              Fri Mar 13, 1992 02:23 pm

( 1)Form Name              : UB82
( 2)Description            : UB82 Claim Forms
( 3)Alignment Program      : U^FCBCPF

















 Enter field number or '/' starting field number--
```

Field Explanations

1. FORM NAME (10-AN-DISPLAY ONLY)
This field displays the form used by the system to reference this form.

2. DESCRIPTION (20-AN-R)
This field contains the external description of this form.

3. ALIGNMENT PROGRAM (9-AN-R)
This field contains the name of a program used to align a form prior to printing special forms. This program is supplied by McKesson as it applies to the base application.

After you complete the fields the system asks if you want to accept your entries to this screen. Enter **Y** to accept the current contents of the screen. Enter **N** to return to the screen without accepting your changes.

Printer Maintenance

Printer Maintenance allows you to maintain the information for the logical printer names used as output devices from the spooler. When you select this option, the system displays the following prompt:

Enter printer name to add/edit or first letters and a dash (-) --

Enter the name of the logical printer that you want to add or edit, or enter a hyphen (-) to display and select from a list of existing printers. When you identify the desired printer, the following screen is displayed:

```
                    General Hospital Printer Maintenance Processor
                                               Thu Jun 23, 2011 04:40 pm

Last edit by #99999 Hope,Tom on 04/22/09 16:09

 1 Printer Name    2 Description
   137               Printer 137

 3 Driver Name                    4 Port Number(s)
   SPOOLER                          100




 Edit 'A'bove data or 'P'orts assigned--
```

The header includes the facility and date and time the screen was accessed. The header line immediately above the fields contains information regarding the last time the screen was edited. It includes employee ID, employee name and the date and time the screen was edited.

At the bottom of the screen the system displays the following prompt:

Edit 'A'bove data or 'P'orts assigned--

To edit the information displayed, enter **A**. To edit the port assignments, enter **P**. Editing port assignments is discussed following the explanations of the fields on this screen.

Field Explanations

1. PRINTER NAME (10-AN-DISPLAY ONLY)
This field displays the logical printer name used by the system to reference this printer.

2. DESCRIPTION (30-AN-R)
This field contains the external description of this printer.

3. DRIVER NAME (TABLE LOOKUP-R)
This field contains the background driver used for this device. When you access this field, the system displays the following prompt:

> *Use Spooler driver (Y)--*

Enter **Y** or press ENTER to use the Spooler driver. Enter **N** to display and select from a table of alternative background drivers.

4. PORT NUMBER(S) (DISPLAY ONLY)
This field displays the ports currently assigned to the printer definition.

After you complete the fields, the system asks if you want to accept your entries to this screen. Enter **Y** to accept the current contents of the screen. Enter **N** to return to the screen without accepting your changes.

EDITING PORT ASSIGNMENTS

When you access the Printer Maintenance processor, at the bottom of the screen the system displays:

> *Edit 'A'bove data or 'P'orts assigned--*

Enter **P** to edit port assignments for the printer.

No Ports Assigned

If there are no ports assigned to the printer, the system displays:

> *No Ports Assigned, Add Ports (Y/N) [Y] --*

Enter **N** to return to the preceding prompt. Enter **Y** to begin adding ports.

The system then displays the following screen:

```
                    General Hospital Printer Maintenance Processor
                                             Wed Sep 01, 2011 05:14 pm
 Last edit by #19589 Ding,William D    on 09/01/11 1710
 1 Printer Name   2 Description
   BED              BED CONTROL 1

 3 Driver Name                  4 Port Number(s)
   SPOOLER                        153

Page:01
     Ports Assigned to Logical Printer BED,  Inactive ports denoted by (*)
     Port  Type                    Location
( 1)  153  HP LaserJet             CINDY'S DESK
```

At the bottom of the screen the system displays:

Enter port number, 'T'ape drive, 'B'it bucket or define 'N'etwork printer --

Selecting the special devices has the following effects:

- **Tape Drive** - all reports spool and must be written to tape by the computer operator, using the Write to Tape function.

- **Bit Bucket** - all reports print to the bit bucket, no printed output is retained. If the report is spooled (because it is forced to do so in the spooler call), it is available for assignment to another printer later using the Demand Print function.

- **Network Printer** - if the system is connected via the McKesson network software, the report spools to disk on the host system and be transferred to the destination CPU via the network software. If the network is not installed, an error occurs whenever a report is spooled to this printer.

To edit a port, enter the number of the port or enter a hyphen (-) to select from a table of ports defined as printers. After a port number has been entered or selected, the system displays the following screen:

```
                General Hospital Printer Maintenance Processor
                                          Wed Sep 07, 2011 05:14 pm
 Last edit by #19589 Ding,William D   on 09/01/11 1710
 1 Printer Name   2 Description
   BED             BED CONTROL 1
  1 Port  Device Type        Location            Status     Answerback
    153  HP LaserJet         CINDY'S DESK        Active     No


  2 Page handling (size)    3 Lines/page (download)

  4 Lines/inch (download)   5 Chars/inch (download)

  6 Print quality (download)
    **
          7 Variable one ${1}

          8 Variable two ${2}

          9 Variable three ${3}


 Enter field number or '/' starting field number--
```

The selected port's characteristics are displayed as a line above the editable fields and includes the following information:

DEVICE TYPE
The name of the configuration for the device at the port.

LOCATION
The free-text description of the device's location.

STATUS
The status (Active or Inactive) of the device at the port.

ANSWERBACK
Whether answerback is active (Yes) or not (No).

When defining a printer, you may specify download values for lines/inch, lines/page, characters/inch, and print quality for those printers with the capability to support them.

The following printers have the indicated download capabilities:

Printer	LPI	LPP	CPI	Print Quality
TP2	x			
4433	x	x		
6215	x	x	x	x
6425	x	x	x	x
LIPS	x	x	x	x
6594	x	x	x	x
Epson Protocol	x	x	x	x
Kyocera	x	x	x	x
HP LaserJet	x	x	x	x
IBM Proprinter	x	x	x	x

Field Explanations

Depending upon the device in use, the fields in the lower part of the screen may be edited as follows:

NOTE: The system displays two asterisks (**) in fields that cannot be edited (for example, the Print Quality field in the preceding screen).

1. PORT
Enter a new port number, or a hyphen (-) to list all ports defined as printers, or **N** to define the port as a network printer port..

2. PAGE HANDLING (SIZE)
Enter the number of lines on a page or **A** for Automatic (if supported).

3. LINES/PAGE (DOWNLOAD)
Enter lines per page. The default is none.

4. LINES/INCH (DOWNLOAD)
Enter lines per inch (type-dependent options) or **D** for Disabled. The default is none.

5. CHARS/INCH (DOWNLOAD)
If the physical printer supports this, you may specify the characters per inch (usually 10 or 12).

6. PRINT QUALITY (DOWNLOAD)
The style of print to be used for this logical printer. It may be *Bold*, *NLQ*, *Draft*, and so on, depending upon the physical printer type specified.

7. VARIABLE ONE ${1}
Enter a string to be passed as variable 1 if the port is of the type that prints to a host file or host spooler queue name.

8. VARIABLE TWO ${2}
Enter a string to be passed as variable 2 if the port is of the type that prints to a host file or host spooler queue name.

9. VARIABLE THREE ${3}
Enter a string to be passed as variable 3 if the port is of the type that prints to a host file or host spooler queue name.

NOTE: See Microfiche for magnetic tape drive parameters.

When you accept the screen, the system returns to the preceding screen.

Ports Assigned

If one or more ports have been assigned to the printer, for each port assigned the system displays:

- Number

- Type

- Location

At the bottom of the screen the system displays:

Enter printer number to add/edit or 'A' to add --

Enter **A** to add a port assignment, or enter the corresponding option number to edit a port assignment. The system displays the No Port Assignments screen. For more information see the No Port Assignments screen.

MULTIPLE PRINTER ASSIGNMENTS

If you assign multiple ports to a printer, the report will only print at one printer. Typically multiple printer assignments are made to ensure the speedy printing of reports.

The Spooler attempts to print the report at the first assigned printer.

If the first printer is busy, the Spooler attempts to print the report at the second assigned printer.

If the second printer is busy, the Spooler attempts to print the report at the third assigned printer, and so on.

The Spooler continues to cycle through the list of printer assignments until it finds a printer that is not busy.

WARNING: If you include a *Bit Bucket* printer in the printer assignments, if previous assigned printers are busy, your report will not print at all. Do *not* include Bit Bucket printer assignments with other printers.

View Spooled Reports

The View Spooled Reports function enables you to view reports that have been spooled and not yet deleted from the system. A spooled report must be either a *Demand Report* or is *force-spooled* by the application. You can view these reports online, and then, send the report to a printer if desired.

When you select this option from the Spooler menu the system displays the following prompt:

Enter report name or leading chars '-' for a list--

Enter the system name of the report that you want to view, or use a hyphen (-) to display and select from a list of reports, as in the following screen:

```
                    General Hospital View Reports Processor
                                        Tue Mar 17, 1992  08:43 am
   Page:01
                         Reports defined in ID 97
       Name        Description                      Retention Time  Print Queue
   ( 1) FARDBL      PA Daily Balancing Report        3 day(s)        Demand
   ( 2) FARDBLM     PA Daily Balancing Report (M)    until midnight  Demand
   ( 3) FARDBLP     PA Daily Balancing Report (P)    2 day(s)        Demand
   ( 4) FARDLRASU   -ASU                             until midnight  Demand
   ( 5) FARDLRASUP  -ASU (P)                         until midnight  Demand
   ( 6) FARDLRATP   -ATP                             until midnight  Demand
   ( 7) FARDLRATPP  -ATP (P)                         until midnight  Demand
   ( 8) FARDLRBLB   -BLB                             until midnight  Demand
   ( 9) FARDLRBLBP  -BLB (P)                         until midnight  Demand
   (10) FARDLRCAR   -CAR                             3 day(s)        Immediate
   (11) FARDLRCARP  -CAR (P)                         until midnight  Demand
   (12) FARDLRCPD   -CPD                             until midnight  Demand
   (13) FARDLRCPDP  -CPD (P)                         until midnight  Demand
   (14) FARDLRCRN   -CRN                             until midnight  Demand
   (15) FARDLRCRNP  -CRN (P)                         until midnight  Demand
   (16) FARDLRCSR   -CSR                             until midnight  Demand


   Enter choice--
                         next page(/)
```

After you identify the report you want to view, the system displays the following screen:

```
                    General Hospital View Reports Processor
                                            Tue Mar 17, 1992   08:43 am
Report : FARDBL  PA Daily Balancing Report

Report Search Constraints

( 1)Starting date: Tue Mar 17
( 2)Starting time: 12:00 midnight
( 3)Ending date  : Tue Mar 17
( 4)Ending time  : 8:43 am
( 5)Printer Name : BIT





Enter field number or '/' starting field number--
                 next screen(/) or previous screen(/P) [/]
```

Use this screen to define the search constraints for the time period in which the report was generated and the device to which it was generated.

Field Explanations

1. STARTING DATE (DATE)
This field determines the first date to be used in searching the system for generated copies of the selected report.

2. STARTING TIME (TIME)
This field determines the earliest time to be used in searching the system for generated copies of the selected report.

3. ENDING DATE (DATE)
This field determines the last date to be used in searching the system for generated copies of the selected report.

4. ENDING TIME (TIME)
This field determines the latest time to be used in searching the system for generated copies of the selected report.

5. PRINTER NAME (8-AN-R)
This field identifies the destination printer(s) to be included in the search criteria. Enter the name of the printer. You can also enter a hyphen (-) to include all printers *for all system IDs* in the search. Search across all printers can be costly in time and system resources.

After you complete the fields the system asks if you want to accept your entries to this screen. Enter **Y** to accept the current contents of the screen. Enter **N** to return to the

screen without accepting your changes. The system then begins the search according to the criteria you defined, displaying the following screen:

```
                    General Hospital View Reports Processor
                                           Tue Mar 17, 1992  08:43 am
Report : FARDBL  PA Daily Balancing Report
Page:01

Copy Spooled         Last Printed      Pages  Comment
( 1) 03/17/92 0740  Not Printed           2
( 2) 03/16/92 1122  Not Printed           2
( 3) 03/16/92 1004  03/16/92 1004         3
( 3) 03/15/92 1545  03/16/92 0740         3








    Enter choice--
```

If the system does not find any reports matching the search criteria, the following message displays at the bottom of the screen:

No Entries Defined

For each report matching the search criteria the system displays the date and time the report was generated, the date and time the report was last printed, the length of the report in pages, and any comments entered.

To view a report, enter the option number of the report. The system displays the
following screen:

```
                        General Hospital View Reports Processor
                                              Tue Mar 17, 1992  08:43 am
   Report : FARDBL  PA Daily Balancing Report      Position|##################|
   Spooled: 03/17/92 0740                          Last Printed: Not Printed

   Date: 03/17/92                          GENERAL HOSPITAL                        Page: 1
   Time: 07:40 am                       PA Daily Balancing Report                  Report: FARDBL
                                             for 03/16/92

    Fin  Pre-                            Total        Unbilled      Billed                     Account
    Cls  Disch Pre-Discharge Disch   Discharged Accts  LOS  Charges     Charges    Payments   Adjustments     Balance

   Emergency:
    02  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
    08  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
    18  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
    XX  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
    YY  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
   Tot: 99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
   Inpatient:
    02  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
    08  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
    28  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
    30  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
    XX  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
    YY  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99

   Outpatient:
    02  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
    08  99999 99,999,999.99 99999 99,999,999.99 99999 99999 9,999,999.99  9,999,999.99  9,999,999.99  9,999,999.99  999,999,999.99
    Page: 1 - 3              Display Columns:  1 through  132  Maximum: 132
    F1Page Up F2Page Dn F3 GoTo   F4 Skip 10%  F5 Print  F6Nxt Rpt F7 Exit   ?
```

At the bottom of the screen the system displays the following function keys. Use these
function keys to view, print, or exit this report.

F1 Page Up

Press the F1 key to view the preceding page of the report.

F2 Page Dn

Press the F2 key to view the next page of the report.

F3 GoTo

Press the F3 key to go to the first, last, middle, or a specified page of the report display.
The system displays the following prompt:

GO TO `T`op page, `B`ottom page, `M`iddle page, or page number [T]--

Enter **T** or press ENTER to go to the first page of the report. Enter **B** to go to the last
page of the report. Enter **M** to go to the middle page of the report. To go to a specific
page, enter the number of the page.

F4 Skip 10%

This key operates differently depending on the size of the report. If there are less than
10 pages for this report, when you press the F4 key the system scrolls down 18 lines
to display the next screen of report information. If there are 10 or more pages for this

report, when you press the F4 key the system scrolls down 10% through the report, or the total number of report pages divided by 10. For example, if there are 100 pages in the report, when you press the F4 key the system displays page 10.

F5 Prt

Press the F5 key to print the report. The system displays the following prompt:

Enter range of pages to print (i.e. 4-7, 8) (max 2)--

To print a single page, enter the number of the page. To print multiple pages, enter a range of page numbers by entering the first page to print, a hyphen (-), then the last page to print. The system then displays:

Print page X? (Y/N) [Y]--

Where X is the number(s) of the pages you identified in the preceding prompt. Enter **Y** or press ENTER to print the pages, or enter **N** to return to the preceding prompt.

If your system has fax capability, the following prompt displays:

Would you like to fax this report? (Y/N) [N]--

Enter **Y** to route the report to a fax machine. See Routing to a Fax Machine below.

Press ENTER or enter **N** to route the report to a printer. The following prompt displays:

Enter printer name or partial name '-' for list [DEFAULT]--

You can either enter the printer name or perform a table lookup and select the printer from the list. The default that displays in the prompt is the printer that is associated with the report you are viewing.

ROUTING TO A PRINTER

If you route the report to a printer or your system does not have fax capability, the system then displays one or more screens of printers on which you can print the report. Enter the option number of the desired printer, or press ENTER to print the report on the default printer for the report. The system then returns you to the report viewing screen.

ROUTING TO A FAX MACHINE

```
                         General Hospital View Reports Processor
                                                Mon Jun 08, 1992 09:45 am
Report : PSPCHGA  Vendor Price Change Report     Position|##################|
Spooled: 06/08/92 0919                           Last Printed: Not Printed
 1 Cover Page              2 Override Comment        3 Sending Information
 ->




















 Enter cover page code, or first letters`-` to list--

```

Field Explanations

1. COVER PAGE (4-C-O) or (TABLE LOOKUP-O)
This field specifies a cover page to use when faxing a report. Enter the cover page
code or enter a hyphen (-) and select a cover page from a list. If you do not specify a
cover page, the default system cover page is used.

Fax cover pages are maintained by the Fax Administrator. See the *Fax Administrator's
Guide* for more details.

2. OVERRIDE COMMENT (20-C-O)
This field specifies an override comment. The override comment appears in the Fax
audit trail, which is reviewed regularly by the Fax Administrator. Suggested information
to enter for this comment would be your name and phone extension and some brief
description.

3. SENDING INFORMATION (TABLE LOOKUP-R)
This field identifies sending information for the fax report (To, From, and Phone
number). To select sending information from an existing distribution list, enter a
hyphen (-).

Press ENTER to display a screen where you can specify sending information
manually.

After you enter each item of sending information, press ENTER to advance to the next
field.

To move between fields, use the arrow keys (<--) (-->).

To insert another line of sending information, press the F3 key.

To delete a line of sending information, press the F4 key.

To exit and save the sending information, press the F7 key.

F6 Nxt Rpt

Press the F6 key to view the next report meeting the search criteria.

F7 Exit

Press the F7 key to exit this screen and return to the preceding screen.

You can also move up or down in viewing the report using the following keys:

- The up arrow key on your keyboard moves the screen display up one line

- The down arrow key on your keyboard moves the screen display down one line

- The ENTER key moves the screen display down 18 lines to display the next screen of report information

- The PAGE DOWN key moves the screen display down 18 lines to display the next screen of report information

- The PAGE UP key moves the screen display up 18 lines to display the preceding screen of report information

When you finish viewing the report, press F7. The system returns you to the screen used to define search constraints.

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APPLICANT LIST REPORT (HARALR)

The Applicant List Report provides a listing of all applicants selected for report. It is intended to provide a quick list of just the applicants for review purposes. The Applicant Profile report gives a detailed listing of all information regarding each applicant.

This applicant report is selected from a menu option and is sorted by recruiter (if designated), subsorted by applicant name or number.

The report can be requested to include the applicants Detail Applications. As a default, the report will include the detail applications for each applicant. Also, the report can be requested with all applicant EEO/AA information suppressed, for distribution purposes. The EEO/AA suppression occurs when you enter **Y** or **O** (Other) at the final prompt.

NOTE: The report displays only the first veteran code when multiple veteran codes are listed for an applicant in the Applicant Management system.

The selection criteria for this report are:

- Recruiter - one or range or ALL; default is ALL

- Applicant Number - one or range or ALL (no default)

- Beginning Applicant Entry Date - one date; default is 01/01/[calendar year]*

- Ending Applicant Entry Date - one date; default is 12/31/[calendar year]*

- Report on applicants with delete indicator equal; Y, N, X or ALL; default is all

    - (X Select only those applicants whose Detail Application Delete Indicator is Yes, regardless of the Applicant Indicator, for Delete Audit purposes.)

- Disposition/Status - one or range or ALL; default is ALL

- Referral/Hire Source - one or range or ALL; default is ALL

- Job Description Desired - one or range or ALL; default is ALL

The total number of applicants are printed, and totals by each recruiter are subtotaled.

NOTE: The Applicant Entry Date is the date on which the applicant was entered into the Applicant Master. This date is not necessarily the date of the applicant's detail application.

Figure 7.1 Applicant List Report (HARALR) - Page 1

```
Date: 11/06/92                                                                    Page  : 1
Time: 03:17pm                            Applicant List For 11/06/92             Report: HARALR


Beginning Applicant Entry Date: 01/01/1900
Ending Applicant Entry Date: 12/31/2010


Recruiter: MWR ADF,FDA GFSAD


Appl Nbr   Applicant Name                   SS# Number  Entry Date   Job Desc Desired        Recruiter          #Appl
           Sex EEO  Vet  Hcp  Referral Source            Referral Name/Other    Prev Emp?                      Del Ind
-------------------------------------------------------------------------------------------------------------------


        10 Abatemann,Carla                  154-56-4200 07/02/1992   TEST Test Job Description MWR ADF,FDA GFSAD        4
            F   G    OT   05   CO Columbia University    THOMAS                 No                              No

Number of Applicants: 1
```

Figure 7.2 Applicant List Report (HARALR) - Page 2

```
Date: 11/06/92                                                   Page  : 2
Time: 03:17pm                        Applicant List For 11/06/92    Report: HARALR


Beginning Applicant Entry Date: 01/01/1900
Ending Applicant Entry Date: 12/31/2010


Total No. of Applicants:            1


Recruiter:                   Total
---------------------------------------
MWR ADF,FDA GFSAD               1

                                         End of Report
```

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APPLICANT PROFILE REPORT (HARAPR)

The Applicant Profile provides a detail snapshot of the status, descriptions, requirements, skills list, and applicant list for each applicant. The Applicant List report gives a quick listing of all applicants entered.

This biographical report serves to provide a working document to the Human Resources Department for each applicant. This applicant profile report isselected from a menu option and is sorted by recruiter (if designated), subsorted by applicant name or number.

The report is divided into two parts per applicant. The first page is a reflection of the applicants demographic information and skills inventory (summarized), while the second part details each detail application registered for the applicant. If the applicant has duplicate certificates, licenses and/or permits, the report lists these up to a maximum of three.   If the applicant has more than one detail application, then each application will be printed on a separate page. This division allows for the easy distribution of the pertinent applicant information.

NOTE: The report displays only the first veteran code when multiple veteran codes are listed for an applicant in the Applicant Management system.

The report can be requested with all applicant EEO/AA information suppressed, for distribution purposes. The EEO/AA suppression occurs when you enter either **Y** or **O** (Other) at the final prompt.

The selection criteria for this report are:

- Recruiter - one or range or ALL; default is ALL

- Applicant - one or range or ALL

- Beginning applicant entry date; default is 01/01/[calendar year]

- Ending applicant entry date; default is 12/31/[calendar year]

- Disposition/Status - one or range or ALL; default is ALL

- Suppress EEO information (Y/N/O); default is N for No.

The sort criteria for this report are:

- Recruiter (Y/N)

- Applicant number (N) or name (M); default is M

Figure 7.3 Applicant Profile Report (HARAPR)

```
Date: 05/18/92                                            Page  : 1
Time: 0946am                Applicant Profile Report      Report: HARAPR


Appl Nbr: 1                                        Entry Date: 07/31/1991
Name: Katt,Grace E                          Ent:    Soc Sec Nbr: 987-65-4321
Addr: 123 Main Street                               Home Phone: (404)555-1212
      Apt. #A-12                                    Msg  Phone: (404)555-1212
City: ATLANTA            St: GA  ZIP Code: 30346-0346


Job Desc Desired: CLRK CLERK TYPIST          Recr: JDK Kettman,Joan Denise
Referral Srce: EA Employment Agency       Name/Oth: ACE EMPL.
Previously Employed: No    Work/Anoth Name:
                                                       Acc: Yes  AN: AID
==============================================================================
Exper Level: BEG Beginner                 Prior: Yes  Last Dt Empl: 03/18/1991
Comments: This is the education comments
EMPLOYER NAME               DATE LEFT   REASON/LEAVING  POS TITLE      JOB DESC
CITY HOSPITAL               11/27/1991 T4 Dissatisfied CLERICAL        ASTHNU
                                       LE LOA - Educat
==============================================================================
Educ Level: BA Bachelor Degree        Yrs: 16.0   In Prog: No GED: No
Comments: This is the main education comments
SCHOOL NAME               TYPE YEARS IND GRAD DATE  DEG/CERT MAJOR/STUDY FIELD
HS ATLANTA TECH           VOCA  0.0  No            ASSC     ENG Engineering
HS GEORGIA STATE UNIVERSI GRAD  0.5  No  06/16/1991 MBA      CIS Computer and In
UGA University of Georgia 4YR   4.0  Pnd 01/10/1991 RN       MKT Marketing
HS STEVE ADAM'S FINISHING 4YR   1.0  No  11/27/1991 PHD      ENG Engineering
==============================================================================
Job Code  : EXE Executive
Union Code: Domestic Engineers          Local: 8008  Membership Date: 02/01/1991
Affil: American Medical Ass Pos: secretary       Ent: 01/01/1987 Ex:
Affil:                      Pos:                  Ent:           Ex:
CERT/LICENSE/PERMIT           TYPE ST  LICENSE NUMBER     EFF DATE   EXP DATE
CERT Test Certificate          C   NJ FSHFD78734         08/26/1991 07/21/1992
 CPR Cardio-Pulmonary Resp.    C   GA 123                04/02/1991
  MA Master of Arts            D   GA
==============================================================================
Dr Lic #: 2134                   ST: GA   Class: Bus/Traile Exp Date: 11/04/1991
Lang 1: English              2: Sign Language      3: Chinese
SKILL CODE/DESCRIPTION           PROFICIENCY RATE   YRS  SUPR SPECIALTY
  DP Data Processing             Novice             5.0 No    EDUC,ACUT,DIAG
  KK                             Novice             5.0 No    EDUC,ACUT,DIAG
  MH Mental Health               Novice             4.0 Yes   ACUT,CPML,COMP,EME
 TEN Ten Key Operator           Average Proficiency  4.0Yes


                         End of Report
```

EMPLOYEE/APPLICANT SEARCH REPORT (LIST) (HARASC)

This report provides a listing of current search models and is selected and executed from the Applicant Search option. Applicant Search is found on the secondary menu of Applicant Tracking.

The report criteria is defined via the Applicant Search screen. An example of this screen is in Chapter 6: Applicant Tracking, under Applicant Search.

To obtain a list of search reports:

- • Select Applicant Tracking

- • Select Employee/Applicant Search

- • Enter entity code or hyphen (-) for list

- • Enter search code.

    After you enter the search code, the following prompt displays:

    Do you want a printed list (Y/N)[N]--

    Enter **Y** for Yes to generate the Employee/Applicant Search Report List. Enter **N** for No to return to the main menu. If you enter **Y**, the system prompts you for the sort:

    Enter code (C) sequence or alphabetic (A) [A]--

    Finally, you can choose to include entries filed as deleted:

    Include entries filed as deleted? (Y/N) [N]--

An example of the Applicant Search Report follows.

Figure 7.4 Applicant Search List Report (HARASC)

```
Date: 05/18/92                              GENERAL HOSPITAL                          Page  : 1
Time: 1004am                          Applicant Search List Report                    Report:HARASCDP

Entity:  DP  GENERAL HOSPITAL

Search                       Date of
Code   Description           Last Search  Search Criteria Comments
-------------------------------------------------------------------------------------------------------------

KAR    HR GENERALIST          11/30/1991   SEARCHING FOR ALL APPLICANTS WITH HR EXPERIENCE

       Job Desc Desired     Education Levels       Experience Levels      Cert/Lic/Permit/Degree(s) Languages
       -----------------------------------------------------------------------------------------------------
                            AA,BA,BABS,ELEM,GS                            BS                        01

       Requisition Nbr   Disposition/Status     Begin Date    End Date
       -------------------------------------------------------------------
                                                05/18/1992    05/18/1992

KAR1   SEARCH FOR EXPERIENCE ONL  05/18/1992

       Job Desc Desired     Education Levels       Experience Levels      Cert/Lic/Permit/Degree(s) Languages
       -----------------------------------------------------------------------------------------------------
                                                 1YR,2YR,3UP,BEG,EXP,M1U,MOD,NE

       Requisition Nbr   Disposition/Status     Begin Date    End Date
       -------------------------------------------------------------------
                                                05/18/1992    05/18/1992


Entity Totals: 2

                            End of Report
```

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EMPLOYEE/APPLICANT SEARCH (HARSCH)

The Employee/Applicant Search Report provides a printed outcome from the search as defined in the Search Criteria screen (see Employee/Applicant Search in Chapter 6: Applicant Tracking).

After you complete and accept the Search Criteria screen, the system prompts you to produce the Search report:

Produce and Print the Employee/Applicant Search Report (Y/N) [Y]--

If you enter **Y**, then the system executes the search process and produces the Employee/Applicant Search Report.

The report prints to include all applicants and employees that meet the search criteria. If the Search Type for the report indicates both applicants and employees, then the report lists the applicants who meet the criteria first, then lists the employees who meet the criteria on a separate page.

Applicant Data listed on the report includes:

    Applicant Number
    Applicant Name
    Applicant Home Entity Code
    Applicant Entry Date
    Recuiter
    Requisition Number
    Applicant Date
    Internal/External Indicator (new field)
    Disposition Status/Reason
    Disposition Date

The Applicant List is sorted by Applicant Name and Applicant Number.

Employee Data listed on the report includes:

    Employee Number
    Employee Name
    Is Employee an applicant - Yes or No.
    Employee Home Department
    Employee Job Title (primary position job description)
    Employee Division
    Employee Facility
    Employee Status Code
    Employee Work Status
    Employee Hire Date

The Employee List is sorted by Employee Name and Employee Number.

Figure 7.5 Employee/Applicant Search Report (HARSCH) - Page 1:
Applicants

```
Date: 10/08/92                           COUNTY GENERAL                          Page  : 1
Time: 10:10am                   Employee/Applicant Search Process Report         Report: HARSCHFW

Search Code: CARD   TEST ON DESCRIPTION FOR T   Search Type: Both
Criteria:
   Requisition:                 Job Desc Desired: TEST
   Disp/Status:                 Education Levels: AA,BA,BABS,BBA,ELEM,GS,HS,JHS,MA,MD,OTHR,PHD,VOCA
   Int/Ext Ind:                 Experience Levels: 1YR,2YR,3UP,BEG,EXP,M1U,MOD,NE,NON,S1U,TRN
   Begin Date:                  Job Codes:        ACC,ADM,CLR,DTP,ENV,EXE,FIN,FSW,LAB,LPN,PAR,RX,MD,RN
   End Date:                    Cert/Lic/Permits: ASSC,BA,BS,CPR,CRTA,CRT8,CRT5,CRT4,CRT9,CRT1,CRT7,CRT6,CRT3,CRT2 & MORE
                                Languages:        PO,RU,SL,AP,AM,AR,CM,CN,CZ,DA,01,FA,03,GE,GR,HM,HU,JA,KO,LA,MA,MI,OT,PA & MORE
                                Skills:           CARD


  Appl Nbr  Applicant Name               HEC  Entry Date  Recr    Req Nbr  Appl Date  I/E  Disp Status/Reason    Disp Date
--------------------------------------------------------------------------------------------------------------------------
        3  Mitchem,Francoise             FW   06/17/1992  MWR      92001   07/06/1992  I    C/ACC                 07/06/1992
                                                                   92002   07/07/1992  I    O/ACC                 07/07/1992

Total Applicants: 1         Total Requisitions: 2
```

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Figure 7.6 Employee/Applicant Search Report (HARSCH) - Page 2: Employees

```
Date: 10/08/92                                    COUNTY GENERAL                              Page  : 2
Time: 10:10am                          Employee/Applicant Search Process Report               Report: HARSCHFW


Search Code: CARD   TEST ON DESCRIPTION FOR T  Search Type: Both
Criteria:
   Requisition:              Job Desc Desired: TEST
   Disp/Status:              Education Levels: AA,BA,BABS,BBA,ELEM,GS,HS,JHS,MA,MD,OTHR,PHD,VOCA
   Int/Ext Ind:             Experience Levels: 1YR,2YR,3UP,BEG,EXP,M1U,MOD,NE,NON,S1U,TRN
   Begin Date:                     Job Codes: ACC,ADM,CLR,DTP,ENV,EXE,FIN,FSW,LAB,LPN,PAR,RX,MD,RN
   End Date:               Cert/Lic/Permits: ASSC,BA,BS,CPR,CRTA,CRT8,CRT5,CRT4,CRT9,CRT1,CRT7,CRT6,CRT3,CRT2 & MORE
                                   Languages: PO,RU,SL,AP,AM,AR,CM,CN,CZ,DA,01,FA,03,GE,GR,HM,HU,JA,KO,LA,MA,MI,OT,PA & MORE
                                      Skills: CARD


  Empl Nbr   Employee Name                  Appl?  Home Dept     Job Title            Div  Fac  ES  WS  Hire Date
------------------------------------------------------------------------------------------------------------------
     2000   Mitchem,Francoise               Yes    000000/6010   Counter Person        91   01  AG   F  03/01/1988
      935   TRITT,LAURA LANE                No     000000/6121   1ST YR RESIDENT        71    M  FT   F  01/01/1992

Total Employees: 2

                                              End of Report
```

APPLICANT STATUS REPORT (HARASR)

The Applicant Status Report lists all detail applications by disposition status. Because each applicant can have multiple applications, the same applicant can appear on the report multiple times.

This applicant report is selected from a menu option and is requested by entity, which determines where the system looks for the specific detail applications. The report can be sorted by recruiter (if designated). If you choose to sort by recruiter, then the system provides the option to select the recruiters. In addition, the report is subsorted by applicant name or number.

The selection criteria for this report are:

- Entity Code

- Recruiter - one or range or ALL; default is ALL

- Applicant - one or range or ALL; no default

- Application Date - Beginning - one date; default is 01/01/[calendar year]*

- Application Date - Ending - one date; default is 12/31/[calendar year]*

- Disposition/Status - one or range or ALL; default is ALL

The sort criteria for this report are:

- Recruiter (Y/N) - Default is N

- Applicant number (N) or name (M); default is M

Subtotals are printed for the total number of applicants and applications for each selected recruiter are printed per page. In addition, the report prints the totals by application disposition/status per recruiter.

For the entity selected, the total number of applicants and detail applications are printed, with the totals by recruiter and application disposition/status. Totals for each recruiter are also provided.

NOTE: The applicant's Detail Application Date is the date that the actual application or job request was entered in the system. This date is not necessarily the same date when the applicant was entered into the Applicant Master.

Figure 7.7 Applicant Status Report (HARASR) - Page 1

```
Date: 08/20/91                                                        Page  : 1
Time: 08:36                          Applicant Status Report          Report: HARASR


Entity:    DP GENERAL HOSPITAL
Recruiter: JDK Kettman,Joan Denise


Disposition Status       Disp Date  Appl Nbr   Applicant Name        Req Nbr     Department        Job Class/Position
                         Disp Rsn   Recruiter  Appl Date             Application Comment
-----------------------------------------------------------------------------------------------------------------------


C Closed Application      08/09/1991        2 Kettman,Judith Denise  10          00/00/00/8060    8900/001 HVAC Foreman
                          OJ         JDK      08/07/1991             The employee has decided to withdraw

H Hold Applicant          08/09/1991        8 Armour,Wilson S        1           00/00/00/6010    ASTHNU Asst Head Nurse
                          NEW        JDK      08/09/1991

H Hold Applicant          08/09/1991        4 Jones,James            1           00/00/00/6010    ASTHNU Asst Head Nurse
                          NEW        JDK      08/09/1991             No Comments

H Hold Applicant          08/09/1991        1 Katt,Grace E           1           00/00/00/6010    ASTHNU Asst Head Nurse
                          PRM        JDK      08/09/1991

H Hold Applicant          08/09/1991        5 Reale,Matthew W        10          00/00/00/8060    8900/001 HVAC Foreman
                          NEW        JDK      07/30/1991


Recr: JDK Kettman,Joan Denise     Applicants: 5          Applications: 5


       Disposition Status       Count
       -------------------------------
       C Closed Application        1
       H Hold Applicant            4
```

Figure 7.8 Applicant Status Report (HARASR) - Page 2

```
Date: 08/20/91                                                            Page  : 2
Time: 08:36                              Applicant Status Report          Report: HARASR

Ent:  DP GENERAL HOSPITAL          Applicants: 11      Applications: 8

      Recruiter Totals                 Applicants          Applications
      -------------------------------------------------------------------
      (No Recruiter)                        2                   1
      JDK Kettman,Joan Denise               5                   5
      MR Roadman,Matt                       4                   2

      Disposition Status        Count
      ------------------------------
      C Closed Application         1
      H Hold Applicant             6
      R Reject Application         1
                                             End of Report
```

APPLICANT SKILL LIST PROFILE REPORT (HARSLP)

The Applicant Skill List Profile provides a detail description of the skills list for each applicant, independent of the detail applications. The Applicant Profile report gives a complete list of all the detail applications for the applicants entered.

This report provides a working document to the Human Resources Department for each applicant. The particular skills that are reflected in the Applicant Skill List Profile Report include the Applicant Prior Employment Information, Applicant Education Information, Applicant Affiliations/Licenses Information, and Applicant Language/Skills List Information. If the applicant has duplicate certificates, licenses and/or permits, the report lists these up to a maximum of six. For each applicant selected for the report, the information is printed on two pages. The skills inventory reported here are in much more detail than that reflected on the Applicant Profile Report.

This applicant report is selected from a menu option and is requested by recruiter and/ or applicant.

The selection criteria for this report are:

- • Recruiter - one or range or ALL; default is ALL

- • Applicant - one or range or ALL; no default

The sort criteria for this report are:

- • Recruiter (Y/N); default is N

- • Applicant number (N) or name (M); default is M

NOTE: Applicants and employees share the same skills inventory data. Revisions made to data become effective for both applicants and employees simultaneously.

Figure 7.9 Applicant Skill List Profile Report (HARSLP) - Employment Experience and Education

```
Date: 08/20/91                                                                  Page  : 1
Time: 08:36                            Appl Skill List Profile Report            Report: HARSLP


Appl Nbr: 8                    Name: Armour,Wilson S                 Entitle:      Soc Sec Nbr: 222-33-4567
Recruiter: JDK Kettman,Joan Denise


Experience Level: EXP Expert              Prior Hosp Exp: Yes   Last Date Employed: 08/01/1990
Comments: Has displayed management abilities

EMPLOYER NAME                  DATE LEFT  DATE START YRS  REASON/LEAVING              POSITION TITLE
                                          JOB DESCRIPTION          SPECIALTY CODES    DUTIES/FUNCTIONS
                                          IMMED SUPERVISOR AND TITLE      CONT? TELEPHONE   COMMENTS


HBO & Company                             06/01/1987  2.5 T4 Dissatisfied (Wages)    RN
                                          1300 Nurse - RN          ACUT              General Nursing
                                          EMER                     No                Likes work,but not appreciated w/ wages




=====================================================================================================
Educ Level: BA Bachelor Degree          Yrs: 16.0  In Prog: No   GED: No   Comments: Concentration in Health Care

SCHOOL NAME                 TYPE YEARS GRAD IND  GRAD DATE  START DATE  DEGREE/CERTIFICATE          GPA  MAJOR/FIELD OF STUDY
                                                            COMMENTS                                     MINOR

HS High School (Generic)          0.0  Pending  11/23/1990 08/15/1990                               0.00

UGA University of Georgia 4YR     0.7  No        06/01/1983 08/25/1982 MBA Master Business Admin 2.00  CIS Computer and Informat
                                                                                                       HMNR Human Resources
OSU The Ohio State Univer 4YR     4.0  Yes       06/12/1982            BS Bachelor of Science    3.40  NUR Nursing
```

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APPLICANT SKILL LIST PROFILE REPORT (HARSLP)

Figure 7.10 Applicant Skill List Profile Report (HARSLP) - Affiliations and Detail Skills

```
Date: 08/20/91                                                                           Page  : 2
Time: 08:36                             Appl Skill List Profile Report                   Report: HARSLP

Appl Nbr: 8                  Name: Armour,Wilson S              Entitle:      Soc Sec Nbr: 222-33-4567
Recruiter: JDK Kettman,Joan Denise


========================================================================================================
Job Code  : Registered Nurse

Union Code: 01 Hospital Workers        Local: 1199  Membership Date: 03/09/1991
Prof Affiliation: American Medical Associat    High Pos Held: Secretary        Entry Date: 02/17/1987    Exit Date:
Prof Affiliation:                              High Pos Held:                  Entry Date:               Exit Date:

CERT/LICENSE/PERMIT           TYPE ST  LICENSE NUMBER       EFF DATE      EXP DATE

 CPR CPR                      C   GA                        11/04/1989    11/01/1991
  RN Registered Nurse         L   GA  GA123-432             05/18/1991    05/17/1991



========================================================================================================
Driver Lic #: 222-33-4567            ST: GA  Lic Class : AUTOMOBILE          Exp Date: 11/01/1991
Language 1  : English                Language 2: Sign Language               Language 3: Spanish

SKILL CODE/DESCRIPTION         PROFICIENCY RATE       YRS  YR LAST  SUPR? SKILL ACQUISITION LOCATION  SPECIALTY CODES
                               TYPING SPD  MED TERM?                       COMMENTS


ER     Emergency              Average Proficiency     2.0  1988     No  ON-THE-JOB-TRAINING
                                 wpm        No
NURS   Nursing                EXPERIENCED             8.0  1991     Yes FORMAL EDUCATION            ACUT
                                 wpm        No                          Extensive Experience in ICU




                                             End of Report
```

EMPLOYEE SKILL LIST PROFILE REPORT (HERSLP)

The Employee Skill List Profile provides a detail description of the skills list for each employee. This profile report provides a working document for employee skills.

This report is selected from the Employee Skill Reports menu, which is a sub-menu of the Employee Biographic Reports menu. The report is sorted by employee name or employee number.

The selection criteria for the report are:

Entity Code - one per report

Department - one or range or ALL; default is ALL

Employee - one or range or ALL

For each employee selected for the report, the information is printed on two pages: Page 1 reflects the employee prior employment information and the education information; page 2 reflects the affiliations and license information as well as the languages and detail skills inventory.

The employee information that prints at the top of each page includes the following data elements:

Employee Number

Employee Name

Employee Job Title (primary position job description)

Employee Status

Employee Division

Employee Social Security Number

Employee Home Department

Employee Hire Date

Employee Work Status

Employee Facility

NOTE: Applicants and employees share the same skills inventory data. Revisions made to data become effective for both applicants and employees simultaneously.

Figure 7.11 Employee Skill List Profile Report (HERSLP) - Page 1

```
Date: 07/23/92                              GENERAL HOSPITAL                              Page  : 1
Time: 03:12pm                          Empl Skill List Profile Report                    Report: HERSLPFW

Empl Nbr: 2008          Empl Name: Adams,John Q              Job Title: Drivers          Empl Stat: A    Div: 91
 SS Nbr: 123-98-7654   Home Dept: 000000/8076               Hire Date: 01/09/86         Work Stat: F    Fac: 99

Experience Level: BEG Beginner              Prior Hosp Exp: Yes   Last Date Employed: 09/30/91
Comments: HAS NOT WORKED RECENTLY

EMPLOYER NAME                       DT LEFT  DT START  YRS REASON/LEAVING          POSITION TITLE
                                   DUTIES/FUNCTIONS                                SPECIALTY CODES
                                   IMMEDIATE SUPERVISOR          CONT? TELEPHONE       COMMENTS

   MWR Rohde County Hlth Cnt       07/14/92 07/14/92  0.0 W1 Accident on the Job
                                   Data Center Operations                           CPML,COMP
                                   Roark,Matthew;W                No   (404)395-4238 WOULD LIKE TO RETURN AND BRIDGE TIME - A

   HBO HBO & Company               09/30/91 01/01/80 11.8 T2 Family Responsibilities   ASSISTANT
                                   DATA CENTER OPERATIONS                           CPML,COMP
                                   Doe,John                      No   (404)555-1212 WOULD LIKE TO RETURN AND BRIDGE TIME - A

   JCH JENKINS COMMUNITY HOSPITL 01/01/80 09/10/78  1.3 LE LOA - Education          OPERATOR
                                   OPERATE COMPUTER AND MAKE SURE ALL SYSTEMSARE UP AND RUNNING EACH MORNIN CPML,COMP
                                   JENKINS,DAN                   No   (404)607-1542 WOULD LIKE TO RETURN AND BRIDGE TIME - A




========================================================================================================
Educ Level: BABS BACHELORS DEGREE       Yrs:  4.0  In Prog: No   GED: No   Comments: This employee is available for other are

SCHOOL NAME                TYPE YEARS GRAD IND  GRAD DATE  START DATE  DEGREE/CERTIFICATE        GPA  MAJOR/FIELD OF STUDY
                                                           COMMENTS                                  MINOR

W. Carolina Univ.          4YRC  4.0  No        06/10/85   09/01/80    BS Bachelor of Science   5.99  CHEM Chemistry
                                                           This is to list for LAB ASSISTANT


LAB Laboratory Science
```

Figure 7.12 Employee Skill List Profile Report (HERSLP) - Page 2

```
Date: 07/23/92                                COUNTY GENERAL                                    Page  : 2
Time: 03:12pm                          Empl Skill List Profile Report                          Report: HERSLPFW

Empl Nbr: 2008          Empl Name: Adams,John Q            Job Title: Drivers            Empl Stat: A   Div: 91
 SS Nbr: 123-98-7654  Home Dept: 000000/8076              Hire Date: 01/09/86            Work Stat: F   Fac: 99

======================================================================================================================
Job Code  : FIN  Finance

Union Code: 02 Dietary Workers          Local: 7562  Membership Date: 03/05/91
Prof Affiliation: Culinary Assistants   High Pos Held: Prep worker        Entry Date: 10/21/89    Exit Date:
Prof Affiliation:                       High Pos Held:                    Entry Date:             Exit Date:

CERT/LICENSE/PERMIT             TYPE ST  LICENSE NUMBER       EFF DATE       EXP DATE

ASSC Associate Degree             D   GA  ASDFASDFSDAF        04/17/91       06/28/99




======================================================================================================================
Driver Lic #: 0987654321             ST: OH  Lic Class : AUTOMOBILE                Exp Date: 01/03/94
Language 1  :  SPANISH                         Language 2:  POLISH                 Language 3: AMHARIC

SKILL CODE/DESCRIPTION          PROFICIENCY RATE       YRS   YR LAST  SUPR? SKILL ACQUISITION LOCATION  SPECIALTY CODES
                                TYPING SPD   MED TERM?                      COMMENTS

DP    Data Processing           Unknown                99.9  1879     No  Self Trained (Personal)      COMP
                                120 wpm     Yes                            On the Job Training
MISC  Miscellaneous             PROFESSIONAL           8.0   1992     Yes FORMAL EDUCATION             CPML,COMP
                                 79 wpm     Yes                            CONTINUING LANGUAGE STUDIES




                                               End of Report
```

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APPLICANT LABELS (HARLBL)

The Applicant Labels are printed in two different formats. Format N labels allow for name and address type labels. Format D labels are intended to print the particular detail application labels. Format D labels can be used for human resource files or department groupings. The formats for these two types are listed below:

Name and Address Labels - Format N

      Applicant Name

      Applicant Address Line 1

      Applicant Address Line 2

      Applicant City /State/ ZIP code

Detail Application Labels - Format D

      Applicant Name

      Applicant Number / Recruiter / Applicant Social Security Number

      Application Entity Code / Requisition Number / Department

      Req Job Class/Pos Requested (desc) / Application Date

The Applicant Labels are produced on demand from a menu option. After selection from the menu, the system prompts for the label type:

Enter applicant label type (`N' for name/address, `D' for Detail) [N]--

To print the labels, select from the list below the order in which the labels are to sort. Specify the order ranking the information from 1 (major sort order) to 10 (minor sort order).

1) Applicant Name

2) Applicant ZIP code

3) Applicant Number

4) Applicant Social Security Number

5) Entity Code

6) Requisition Number

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7) Requisition Department

8) Application Date

On the last label, the system prints the total number of labels produced.

Criteria: Applicant Label Type

Label Sort Criteria (see above)

Applicant: one or range (-) or ALL; default is ALL

Specific Applications:

Entity Code: one or range or ALL; default is ALL

Requisition Number: one or range or ALL; default is ALL

Application Department: one or range or ALL; default is ALL

Application Date From: date or beginning; default is Jan. 01, 1990

Application Date Thru: date or last; default is Dec. 31, 2010

Figure 7.13 Applicant Labels (HARLBL) - Name and Address Format N

```
LABEL TYPE N:


X-----------------37----------------X                    (see name format prompt)
X---------25------------X
X---------25------------X                                (if blank, move city / state / zip to this line)
X---------------X, XX 99999-9999



BAGGETT,VELDA A
RT. 5, BOX 1420
CHICKAMAUGA GA   30707

Campbell,Laura Kay
303 Perimeter Center Nort
DETROIT MI   99999

Wiggins,Franklin M
123 Main Street
Apt. #1
ATLANTA GA   30346


Number of labels printed: 3


                              End of Report
```

Figure 7.14 Applicant Labels (HARLBL) - Application Format D

```
                                                                      1       1       1       1
            1       2       3       4       5       6       7       8       9       0       1       2       3
1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890123456789012
LABEL TYPE D:

X--------------37--------------------X                 Applicant Name
9---10---9  XXXX  999-99-9999                          Applicant Number / Recruiter / Applicant Social Security Number
XX   X----11---X  X-----14-----X                       Application Entity Code / Requisition Number / Department
X--------21--------X mm/dd/yyyy                        Appl Pos Applied For (Req) / Application Date



Kettman,Judith Denise
2          MR     987-65-4321
GH   10            00/00/00/8060
HVAC Foreman       08/07/1991

Wiggins,Franklin M
10010      MR     264-48-7564
GH   10            00/00/00/8050
Registered Nurse   09/11/1991


Number of labels printed: 2

                              End of Report
```

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APPLICANT MANAGEMENT PARAMETERS REPORT (HARAMP)

The Applicant Management Parameters Report provides a list of all defined Applicant Management Parameters from the the system. Included on this report are the applicant numbers defined, default human resources city, state, ZIP code, and telephone area code, and by entity: indicators for Payroll/Human Resources interface, requisition numbers defined, and specific applicant/requisition retention parameters.

This report is produced on demand. The entity information is sorted by entity code.

NOTE: Due to the new Retention/Purge Parameters and Processes, the Applicant/ Requisition Retention Parameters information on this report is not valid.

Applicant Management Parameters Report (HARAMP)

```
Date: 05/07/91                                           Page  : 1
Time: 10:35           Applicant Management Parameters Report    Report: HARAMP

Appl Nbr = Soc Sec Nbr: No
Appl Starting Number  :            1       Last Appl Nbr Assigned:        21
Total Appl Retention  :    365

City: ATLANTA              ST: GA   ZIP: 303460346      Area Code: 404

ENT POS  HIRE REQUISITION ASSIGNMENT   ******** RETENTION/PURGE *********
    CNTL IND  START NBR  LAST USED   D.APPL  STATUS      REQUIS  STATUS
-----------------------------------------------------------------------------
DP  No   No          25         31    365  C,R           365  C,F
FW  Yes  Yes       1000       1000     90  C              90  C

                            End of Report
```

EEO APPLICANT SUMMARY REPORTS

The EEO Applicant Summary Reports list all applicants, contrasting their EEO Origin and the various contrast type categories as defined in the report selection from the menu. These reports can be defined to report the applicant's primary application (see HR Application Detail in Chapter 6: Applicant Tracking), a specific detail application linked to a requisition, or for the applicants themselves (no associated detail application or requisition). These reports can also be defined for a select time period for analysis.

These reports are selected based on the type of information that is to be contrasted to the EEO Origin of the applicants. These report contrast types are:

- EEO Category (HARAS1)

- EEO Job Category (HARAS2)

- AAP Job Group Category (HARAS3)

- Application Disposition/Status (HARAS4)

- Referral Source (HARAS5)

As structured, the first four information types allow a contrast to be based on specific applicant applications. The last option, Referral Source, allows contrast either for a detail application or against the individual applicant. The direction decision is based upon the initial Entity Code prompt.

> *Enter entity code or '-' for list or [ALL] --*

This prompt enables you to define the selection parameters for the report. You can respond with a single entity, a group of entities, or the default ALL to report for all entities.

All the reports' totals and page breaks are by entity.

EEO Applicant Summary Report by EEO Category (HARAS1)

This report contrasts the applicant's EEO Category, as defined from the detail application and the associated requisition, the applicant's EEO Origin. Both the EEO Category Codes and the EEO Origin Codes are defined by McKesson. The Human Resources Applicant Management Module enables you to define the criteria - entity, requisition, EEO Category, and desired date range - for the report.

Following the Entity Code prompt, if you select aspecific entity, the system prompts for the Requisition:

> *Enter requisition number or 'M' for Missing [ALL]--*

The prompt for requisition depends on the selected entity code. If you select more than one entity, the requisitions selected apply to all those entities. For example, if two entity codes and Requisition Number 10 are entered, the system looks for Requisition Number 10 in both entities for the report. The hyphen (-) lookup is not valid when more than one entity is selected.

If you select ALL requisitions, the system looks to the applicant's primary detail application (by and for each selected entity) to derive the EEO Category. Due to the ability to select multiple entities, the report may list the same applicant more than one time, but reports that applicant only once per entity.

If you identify specific requisitions for reporting, the system reports all detail applications associated with those requisitions. That is, the report does not look to the applicant's primary detail application to gain the EEO Category.

NOTE: If you select M for Missing, the report will list only those applicants with no detail application on file.

Following the requisition selection, the system prompts you for EEO Category as defined by the EEO Category Code Table (maintained by McKesson):

Enter EEO Class Category or '-' to list or 'M' for Missing [ALL]--

Entries are validated against the EEO Category Code Table. Entry of a hyphen (-) displays a help list of existing codes. From those entries, you can select one or multiple codes to use for selection criteria.

NOTE: If you select M for Missing, the report will list only those records with no EEO Class Category.

The system defaults to use all EEO Category Codes.

Following selection of the EEO Category, you have the option of qualifying the selection based upon date. The system displays the following prompt to differentiate between the Applicant Entry Date (from the Applicant Demographics Information) and the Detail Application Date (from the Detail Application Information):

Select Applicant (E)ntry date or (A)pplication date--

After you select the date type, the system prompts for the dates to include:

Enter beginning date --

Enter ending date --

The dates are required; there is no default.

The dates entered are defined for the Date Type. If the date type is Application Date, the system looks to the applicants with detail application dates within the date range. If the date type is Entry Date, the system looks to the applicants with applicant entry dates within the date range.

Following entry of the dates, the system begins compiling and printing the report.

This demand report is sorted by EEO Category within Entity.

The report includes the totals of applicants within each EEO Origin and the overall percentage of that EEO Origin to the totals for the EEO Category. The report also lists the applicant totals for veteran and handicap codes per EEO Category.

The report gives a grand total by entity of the total number of applicants, by EEO Category and percentage of applicants, for each category group to the total applicants represented on the report.

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Figure 7.15 EEO Applicant Summary Report (HARAS1) - EEO Category Code - Page 1

```
Date: 05/29/2009                                                                     Page  : 1
Time: 09:07am                          EEO Applicant Summary Report For 05/29/2009   Report: HARAS1
                                                  EEO Category Code


Entity: 01  GENERAL HOSPITAL
Date Range: (Application) 01/01/2000 THRU 05/29/2009
                                                     R a c e / E t h n i c i t y
                                  ---- MALE (Not Hispanic or Latino) ----   ---- FEMALE (Not Hispanic or Latino) ----
                         Hispanic         Black   Native       American            Black   Native       American
                           or             or      Hawaiian     Indian              or      Hawaiian     Indian
                         Latino           African or Other     or     Two or       African or Other     or     Two or
                                          American Pacific     Alaska More         American Pacific     Alaska More
                         Male Female White          Islndr Asian Native Races White         Islndr Asian Native Races Total
Code Description          (A)   (B)   (C)   (D)     (E)    (F)   (G)    (H)   (I)   (J)     (K)    (L)   (M)    (N)   Col
                                                                                                                     A-N
-----------------------------------------------------------------------------------------------------------------------

1.1 Exec/SR Lvl Official/Mg  0    0     0     0       0      0     0      0     1     0       0      0     0      0     1
                           0.0  0.0   0.0   0.0     0.0    0.0   0.0    0.0 100.0   0.0     0.0    0.0   0.0    0.0

5 Admin Support Workers      0    0     1     0       0      0     0      0     1     0       0      0     0      0     2
                           0.0  0.0  50.0   0.0     0.0    0.0   0.0    0.0  50.0   0.0     0.0    0.0   0.0    0.0


*** TOTALS ***               0    0     1     0       0      0     0      0     2     0       0      0     0      0     3
                           0.0  0.0  33.3   0.0     0.0    0.0   0.0    0.0  66.7   0.0     0.0    0.0   0.0    0.0
```

Figure 7.16 EEO Applicant Summary Report (HARAS1) - EEO Category Code - Page 2

```
Date: 05/29/2009                                                                    Page  : 2
Time: 09:07am                        EEO Applicant Summary Report For 05/29/2009     Report: HARAS1
                                            EEO Category Code


Entity: 01  GENERAL HOSPITAL
Date Range: (Application) 01/01/2000 THRU 05/29/2009


                                     Total of         EEO/AA
                                     Columns          Consent      EEO Origin        Total        Total
Code Description             Total   A through N     Not Auth'd   Not Specified     Veterans     Handicapped
----------------------------------------------------------------------------------------------------------

1.1 Exec/SR Lvl Official/Mg    2          1               1             0              0             0
                                         50.0            50.0           0.0

5 Admin Support Workers        2          2               0             0              0             0
                                        100.0             0.0           0.0


*** TOTALS ***                 4          3               1             0              0             0
                                         75.0            25.0           0.0
```

Figure 7.17 EEO Applicant Summary Report (HARAS1) - EEO Category Code - Page 3

```
Date: 05/29/2009                                                                    Page  : 3
Time: 09:07am                        EEO Applicant Summary Report For 05/29/2009     Report: HARAS1
                                            EEO Category Code


Entity: 01  GENERAL HOSPITAL
Date Range: (Application) 01/01/2000 THRU 05/29/2009


EEO Categories                Applicants   Percentage
----------------------------  ----------   ----------
1.1 Exec/SR Lvl Official/Mg       2          50.00
5 Admin Support Workers           2          50.00

              Total:              4         100.00
```

EEO Applicant Summary Report by EEO Job Category (HARAS2)

This report contrasts the applicant's EEO Job Category, as defined from the detail application and the associated requisition, the applicant's EEO Origin. Both the EEO Job Category Codes and the EEO Origin Codes are defined by McKesson. The Human Resources Applicant Management Module allow you to define the criteria (entity, requisition, EEO Job Category, and desired date range) for the report.

Following the Entity Code prompt, if you select aspecific entity, the system prompts for the Requisition, the system displays the following prompt:

Enter requisition number, or 'M' for Missing [ALL]--

The prompt for requisition is dependent upon the selected entity code. If you select more than one entity, the requisitions selected will apply to all those entities. For example, if you enter two entity codes and a requisition number of 10, the system will look for Requisition Number 10 in both entities for the report. The hyphen (-) lookup is not valid when more than one entity is selected.

If you select ALL requisitions, the system will look to the applicant's primary detail application (by and for each selected entity) to derive the EEO Job Category. Due to the ability to select multiple entities, the report may list the same applicant more than one time, but reports that applicant only once per entity.

If you identify specific requisitions for reporting, the module reports all detail applications associated with those requisitions. That is, the report does not look to the applicant's primary detail application to gain the EEO Job Category.

NOTE: If you select M for Missing, the report will list only those applicants with no detail application on file.

Following selection of requisition, the system prompts for EEO Job Category as defined by the EEO Job Category Code Table (maintained by McKesson):

Enter EEO Job Category or '-' 'M' for Missing [ALL]--

Entries are validated against the EEO Job Category Code Table. Entry of a hyphen

(-) displays a help list of existing codes. From those entries, you can select one or multiple codes to use for selection criteria. The system defaults to use All EEO Job Category Codes.

NOTE: If you select M for Missing, the report will list only those records with no EEO Job Category.

Following selection of the EEO Job Category, you have the option of qualifying the selection based upon date. The system displays a prompt to differentiate between the

Applicant Entry Date (from the Applicant Demographics Information) and the Detail Application Date (from the Detail Application Information):

Select Applicant (E)ntry date or (A)pplicant--

After you enter select the date type, the system prompts for the dates to include:

Enter beginning date --

Enter ending date --

The dates are required; there is no default.

The dates entered are defined for the Date Type. If the date type is Application Date, the system looks to the applicants with detail application dates within the date range. If the date type is Entry Date, the system looks to the applicants with applicant entry dates within the date range.

Following entry of the dates, the system begins compiling and printing the report.

This demand report is sorted by EEO Job Category within Entity.

The report includes the totals of applicants within each EEO Origin and the overall percentage of that EEO Origin to the totals for the EEO Job Category. The report also lists the applicant totals for veteran and handicap codes per EEO Job Category.

The report gives a grand total by entity of the total number of applicants, by EEO Job Category and percentage of applicants for each category group to the total applicants represented on the report.

Figure 7.18 EEO Applicant Summary Report (HARAS2) - EEO Job Category Code - Page 1

```
Date: 05/18/92                                                                    Page  : 1
Time: 0959am                          EEO Applicant Summary Report                Report: HARAS2
                                      EEO Job Category Code


Entity: DP  GENERAL HOSPITAL
Date Range: (Entry) 09/26/1991 THRU 05/18/1992


                             ----- Minority Group - Male ------   ----- Minority Group - Female -----
                   Consnt  No    (B)    (C)    (D)    (E)    (F)    (G)    (H)    (I)    (J)    (K)    Tot   Tot
Code Description   Total   N/A   Origin White  Black  Hispan Asian  Am Ind White  Black  Hispan Asian  Am Ind Vet   Hcp
------------------------------------------------------------------------------------------------------------------------

3 Technicians        1     0     0     0      0      0      0      0      1      0      0      0      0      0     0
                           0.0   0.0   0.0    0.0    0.0    0.0    0.0    100.0  0.0    0.0    0.0    0.0

6 Administrative Support 2 0     0     1      0      0      0      0      1      0      0      0      0      0     2
                           0.0   0.0   50.0   0.0    0.0    0.0    0.0    50.0   0.0    0.0    0.0    0.0

7 Skilled Craft      1     0     0     0      0      0      0      0      1      0      0      0      0      0     0
                           0.0   0.0   0.0    0.0    0.0    0.0    0.0    100.0  0.0    0.0    0.0    0.0

8 Service/Maintenance 1    1     0     0      0      0      0      0      0      0      0      0      0      0     0
                           100.0 0.0   0.0    0.0    0.0    0.0    0.0    0.0    0.0    0.0    0.0    0.0

*** TOTALS ***       5     1     0     1      0      0      0      0      3      0      0      0      0      0     2
                           20.0  0.0   20.0   0.0    0.0    0.0    0.0    60.0   0.0    0.0    0.0    0.0
```

Figure 7.19 EEO Applicant Summary Report (HARAS2) - EEO Job Category Code
- Page 2

```
Date:  05/18/92                                                                   Page  : 2
Time: 0959am                        EEO Applicant Summary Report                  Report: HARAS2
                                       EEO Job Category Code


Entity: DP  GENERAL HOSPITAL
Date Range: (Entry) 09/26/1991 THRU 05/18/1992

EEO Job Categories           Applicants  Percentage
----------------------------  ----------  ----------
3 Technicians                     1         20.00
6 Administrative Support          2         40.00
7 Skilled Craft                   1         20.00
8 Service/Maintenance             1         20.00

                 Total:           5        100.00

                                      End of Report
```

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EEO Applicant Summary Report by AAP Job Group Category (HARAS3)

This report contrasts the applicant's AAP Job Group Category, as defined from the detail application and the associated requisition, with the applicant's EEO Origin. The AAP Job Group Category Codes are user-defined, while the EEO Origin Codes are defined by McKesson. The Human Resources Applicant Management Module allows you to define the criteria (entity, requisition, AAP Job Group Category, and desired date range) for the report.

Following the Entity Code prompt (the Missing Entity Code response is not valid for this Report Type), if a specific entity is entered, the system prompts for the Requisition:

> *Enter requisition number, or 'M' for missing [ALL]--*

The prompt for requisition is dependent upon the selected entity code. If you select more than one entity, the requisitions selected apply to all those entities. For example, if you enter two entity codes entered and a requisition number of 10, the system looks for requisition number 10 in both entities for the report. The hyphen

(-) lookup is not valid when more than one entity is selected.

If you select ALL requisitions, the system looks to the applicant's primary detail application (by and for each selected entity) to derive the AAP Job Group Category. Due to the ability to select multiple entities, the report may list the same applicant more than one time, but reports that applicant only once per entity.

If you identify specific requisitions for reporting, the module reports all detail applications associated with those requisitions. That is, the report does not look to the applicant's primary detail application to gain the AAP Job Group Category.

NOTE: If you select M for Missing, the report will list only those applicants with no detail application on file.

Following selection of requisition, the system prompts for AAP Job Group Category as defined by the AAP Job Group Category Code Table (user-maintained):

> *Enter AAP Job Group Category or '-' to list or 'M' for Missing [ALL]--*

Entries are validated against the AAP Job Group Category Code Table. Entry of a hyphen (-) displays a help list of existing codes. From those entries, you can select one or multiple codes to use for selection criteria.

NOTE: If you select M for Missing, the report will list only those records with *no* AAP Job Group Category.

The default ALL AAP Job Group Category Codes.

Following selection of the AAP Job Group Category, you have the option of qualifying the selection by date. The system displays the following prompt to differentiate between the Applicant Entry Date (from the Applicant Demographics Information) and the Detail Application Date (from the Detail Application Information):

Select Applicant (E)ntry date or (A)pplicant date--

After you select the date type, the system prompts for the dates to include:

Enter beginning date --

Enter ending date --

The dates entered are defined for the Date Type. If the date type is Application Date, the system looks to the applicants with detail application dates within the date range. If the date type is Entry Date, the system looks to the applicants with applicant entry dates within the date range.

Following entry of the dates, the system begins compiling and printing the report.

This demand report is sorted by AAP Job Group Category within Entity.

The report includes the totals of applicants within each EEO Origin and the overall percentage of that EEO Origin to the totals for the AAP Job Group Category. The report also lists the applicant totals for veteran and handicap codes per AAP Job Group Category.

The report gives a grand total, by entity, of the total number of applicants by AAP Job Group Category and percentage of applicants for each category group to the total applicants represented on the report.

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Chapter 7 - APPLICANT MANAGEMENT REPORTS

Figure 7.20 EEO Applicant Summary Report (HARAS3) - AAP Job Group Category
- Page 1

```
Date: 05/18/92                                                              Page  : 1
Time: 0959am                          EEO Applicant Summary Report         Report: HARAS3
                                      AAP Job Group Category Code


Entity: DP  GENERAL HOSPITAL
Date Range: (Entry) 09/26/1991 THRU 05/18/1992


                            ----- Minority Group - Male ------   ----- Minority Group - Female -----
                     Consnt  No   (B)    (C)    (D)    (E)   (F)   (G)    (H)   (I)    (J)   (K)   Tot  Tot
Code Description  Total N/A  Origin White  Black  Hispan Asian Am Ind White Black Hispan Asian Am Ind Vet  Hcp
--------------------------------------------------------------------------------------------------------------


(no code)             2    0    0    1     0     0     0    0     1     0     0     0     0    0    2
                         0.0  0.0  50.0   0.0   0.0   0.0  0.0  50.0   0.0   0.0   0.0   0.0

1A  ADMINISTRATIVE     1    1    0    0     0     0     0    0     0     0     0     0     0    0    0
                       100.0  0.0   0.0   0.0   0.0   0.0  0.0   0.0   0.0   0.0   0.0   0.0

1E ASSISTANT HEAD NURSE 1   0    0    0     0     0     0    0     1     0     0     0     0    0    0
                         0.0  0.0   0.0   0.0   0.0   0.0  0.0 100.0   0.0   0.0   0.0   0.0

ADM0 Administrative   1    0    0    0     0     0     0    0     1     0     0     0     0    0    0
                         0.0  0.0   0.0   0.0   0.0   0.0  0.0 100.0   0.0   0.0   0.0   0.0


*** TOTALS ***        5    1    0    1     0     0     0    0     3     0     0     0     0    0    2
                        20.0  0.0  20.0   0.0   0.0   0.0  0.0  60.0   0.0   0.0   0.0   0.0
```

Figure 7.21 EEO Applicant Summary Report (HARAS3) - AAP Job Group Category
- Page 2

```
Date:  05/18/92                                                           Page  : 2
Time: 0959am                        EEO Applicant Summary Report          Report: HARAS3
                                    AAP Job Group Category Code


Entity: DP  GENERAL HOSPITAL
Date Range: (Entry) 09/26/1991 THRU 05/18/1992


AAP Job Group Categories      Applicants  Percentage
----------------------------  ----------  ----------
(no code)                         2         40.00
1A  ADMINISTRATIVE                1         20.00
1E ASSISTANT HEAD NURSE           1         20.00
ADM0 Administrative               1         20.00

                Total:            5        100.00

                            End of Report
```

EEO Applicant Summary Report by Application Disposition/Status (HARAS4)

This report contrasts the Application Disposition/Status, as defined from the detail application and the associated requisition, and the applicant's EEO Origin. Both the Application Disposition/Status Codes and the EEO Origin Codes are defined by McKesson. The Human Resources Applicant Management Module allows you to define the criteria (entity, requisition, Application Disposition/Status, and desired date range) for the report.

Following the Entity Code Prompt (the Missing Entity Code response is not valid for this Report Type), the system prompts for the Requisition:

> *Enter requisition number, or 'M' for Missing [ALL]--*

The prompt for requisition depends on the selected entity code. If you select more than one entity, the requisitions selected apply to all those entities. For example, if two entity codes and a requisition number of 10 are entered, the system looks for requisition number 10 in both entities for the report. The hyphen (-) lookup is not valid when more than one entity is selected.

If you press ENTER to accept the default of ALL requisitions, the system looks to the applicant's primary detail application (by and for each selected entity) to derive the Application Disposition/Status. Due to the ability to select multiple entities, the report may list the same applicant more than one time, but reports that applicant only once per entity.

If you identify specific requisitions for reporting, the module reports all detail applications associated with those requisitions. That is, the report does not look to the applicant's primary detail application to gain the Application Disposition/Status.

NOTE: If you enter **M** for Missing, the report will list only those applicants with no detail application on file.

Following selection of requisition, the system prompts for Application Disposition/ Status as defined by the Application Disposition/Status Code Table (maintained by McKesson):

> *Enter Application Disposition/Status or 'M' for Missing [ALL]--*

Entries are validated against the Application Disposition/Status Code Table. Entry of a hyphen (-) displays a help list of existing codes. From those entries, you can select one or multiple codes to use for selection criteria.

NOTE: If you enter **M** for Missing, the report will list only those records with *no* Application Disposition/Status.

The system defaults to use All Application Disposition/Status Codes.

Following selection of the Application Disposition/Status, you have the option of qualifying the selection by date. The system displays the following prompt to differentiate between the Applicant Entry Date (from the Applicant Demographics Information) and the Detail Application Date (from the Detail Application Information):

Select Applicant (E)ntry date or (A)pplicant date--

After you select the date type, the system prompts for the dates to include:

Enter beginning date --

Enter ending date --

The dates are required; there is no default.

The dates entered are defined for the Date Type. If the date type is Application Date, the system looks to the applicants with detail application dates within the date range. If the date type is Entry Date, the system looks to the applicants with applicant entry dates within the date range.

Following entry of the dates, the system begins compiling and printing the report.

This demand report is sorted by Application Disposition/Status within Entity.

The report includes the totals of applicants within each EEO Origin and the overall percentage of that EEO Origin to the totals for the Application Disposition/Status. The report also lists the applicant totals for veteran and handicap codes per Application Disposition/Status.

The report gives a grand total, by entity, the total number of applicants, by Application Disposition/Status and percentage of applicants for each category group to the total applicants represented on the report.

Figure 7.22 EEO Applicant Summary Report (HARAS4) - Application Disposition Status - Page 1

```
Date: 05/18/92                                                                           Page  : 1
Time: 1000am                              EEO Applicant Summary Report                    Report: HARAS4
                                          Application Disposition/Status


Entity: DP  GENERAL HOSPITAL
Date Range: (Entry) 09/26/1991 THRU 05/18/1992


                              ----- Minority Group - Male ------  ----- Minority Group - Female -----
                     Consnt  No    (B)    (C)    (D)    (E)  (F)    (G)    (H)    (I)    (J)   (K)   Tot  Tot
Code Description  Total  N/A  Origin White Black Hispan Asian Am Ind White Black Hispan Asian Am Ind  Vet  Hcp
-------------------------------------------------------------------------------------------------------------

H Hold Applicant    2     1    0     0     0     0      0     0     1     0     0     0     0    0    0
                        50.0  0.0   0.0   0.0   0.0    0.0   0.0  50.0   0.0   0.0   0.0   0.0

I Invite Applicant  2     0    0     0     0     0      0     0     2     0     0     0     0    0    1
                         0.0  0.0   0.0   0.0   0.0    0.0   0.0 100.0   0.0   0.0   0.0   0.0

R Reject Application 1    0    0     1     0     0      0     0     0     0     0     0     0    0    1
                         0.0  0.0 100.0   0.0   0.0    0.0   0.0   0.0   0.0   0.0   0.0   0.0

*** TOTALS ***      5     1    0     1     0     0      0     0     3     0     0     0     0    0    2
                        20.0  0.0  20.0   0.0   0.0    0.0   0.0  60.0   0.0   0.0   0.0   0.0
```

Figure 7.23 EEO Applicant Summary Report (HARAS4) - Application Disposition Status - Page 2

```
Date:  05/18/92                                                    Page  : 2
Time: 1000am                     EEO Applicant Summary Report      Report: HARAS4
                                 Application Disposition/Status


Entity: DP  GENERAL HOSPITAL
Date Range: (Entry) 09/26/1991 THRU 05/18/1992


Appl Disposition/Status        Applicants  Percentage
----------------------------   ----------  ----------
H Hold Applicant                    2        40.00
I Invite Applicant                  2        40.00
R Reject Application                 1        20.00

                  Total:            5       100.00

                                 End of Report
```

EEO Applicant Summary Report by Hire/Referral Source (HARAS5)

This report contrasts the applicant's Application Referral Hire/Source to the applicant's EEO Origin. The codes are user-defined, while the EEO Origin Codes are defined by McKesson. The Human Resources Applicant Management Module allows you to define the criteria (entity, requisition, Application Disposition/Status, and desired date range) for the report.

This report differs from the other reports in that you can define which applicant referral source (Applicant Demographics or Detail Application) to recognize. During the entry of the report criteria, the system prompts for the location of the codes. In addition, this is the only EEO Applicant Summary Report that allows selection of those applicants without a detail application. This process is initiated after you enter the Entity Code.

> *Enter entity code or '-' for list, 'M' for Missing [ALL]--*

This prompt allows you to define the selection parameters for the report. You can respond with a single entity, a group of entities, or no entity (M for Missing). If you enter **M**, the selection for the report is for only those applicants with no detail application on file.

If the entity code response is an entity or a group of entities, the system prompts for the Requisition. The module will not prompt for requisition if the Entity Code is M; instead the module will skip to Hire/Referral Source and displays the Applicant Entry Date prompt:

> *Enter requisition number or 'M' for missing [ALL]--*

The prompt for requisition is dependent upon the selected entity code. If you select more than one entity, the requisitions selected apply to all those entities. For example, if two entity codes and a requisition number of 10 are entered, the system will look for requisition number 10 in both entities for the report. The hyphen (-) lookup is not valid when more than one entity is selected.

If you press ENTER to accept the default of ALL requisitions, the system looks only to the applicant's primary detail application (by and for each selected entity) to derive the report information. Due to the ability to select multiple entities, the report can list the same applicant more than one time, but reports that applicant only once per entity.

If you identify specific requisitions for reporting, the module reports all detail applications associated with those requisitions. That is, the report does not look to the applicant's primary detail application to gain the EEO information.

NOTE: If you enter **M** for Missing, the report will list only those applicants with no detail application on file.

Next, the system displays a prompt for Hire/Referral Source Location. This location is only valid if the previous criteria indicates detail application information. If the Entity

Code is M for Missing, the system assumes that the Hire/Referral Source is to be found in the Applicant Demographics Information.

Enter hire/referral code location ('A'pplicant, 'D'etail Appl)--

Next, the module displays the following prompt to request the specific hire/referral source to examine:

Enter referral source or '-' to list or 'M' for Missing [ALL]--

Entries are validated against the Referral Source Code Table. Entry of a hyphen (-) displays a help list of existing codes. From those entries, you can select one or multiple codes to use for selection criteria. If you enter **M** for Missing, the report will list only those records with no Referral Source Code. The system defaults to use ALL Referral Source Codes.

Following selection of the Hire/Referral Source Code(s), you have the option of qualifying the selection by date. The system displays a prompt to differentiate between the Applicant Entry Date (from the Applicant Demographics Information) and the Detail Application Date (from the Detail Application Information). This prompt for date type is only relevant if the entity code is not M for Missing. If the code is M, the system assumes that the dates are for Applicant Entry Date (value E).

Select Applicant (E)ntry date or (A)pplication date [A]--

After you select the date type, the system prompts for the dates to include:

Enter beginning date --

Enter ending date --

The dates are required; there is no default.

The dates entered are defined for the Date Type. If the date type is Application Date, the system looks to the applicants with detail application dates within the date range. If the date type is Entry Date, the system looks to the applicants with applicant entry dates within the date range.

Following entry of the dates, the system begins compiling and printing the report.

This demand report is sorted by Application Disposition/Status within Entity.

The report includes the totals of applicants within each EEO Origin and the overall percentage of that EEO Origin to the totals for the Application Disposition/Status. The report also lists the applicant totals for veteran and handicap codes per Application Disposition/Status. For Missing Entity, the system lists all those that meet the criteria without breakdown by individual entity.

The report gives a grand total, by entity, of the total number of applicants, by Application Disposition/Status and percentage of applicants for each category group to the total applicants represented on the report.

Figure 7.24 EEO Applicant Summary Report (HARAS5) - Hire/Referral Source - Page 1

```
Date: 05/18/92                                                                    Page  : 1
Time: 1000am                        EEO Applicant Summary Report                  Report: HARAS5
                                       Hire/Referral Source


Entity: DP  GENERAL HOSPITAL
Date Range: (Entry) 09/26/1991 THRU 05/18/1992


                          ----- Minority Group - Male ------  ----- Minority Group - Female -----
                   Consnt  No    (B)    (C)     (D)    (E)    (F)    (G)    (H)    (I)    (J)    (K)   Tot  Tot
Code Description   Total  N/A  Origin White  Black  Hispan Asian  Am Ind White  Black  Hispan Asian  Am Ind Vet  Hcp
--------------------------------------------------------------------------------------------------------------------

(no code)            1     0    0     0      0      0      0      0      1      0      0      0      0     0    0
                          0.0  0.0   0.0    0.0    0.0    0.0    0.0   100.0   0.0    0.0    0.0    0.0

ER Employee Referral 2     0    0     1      0      0      0      0      1      0      0      0      0     0    1
                          0.0  0.0  50.0    0.0    0.0    0.0    0.0   50.0    0.0    0.0    0.0    0.0

JP Job Posting       1     1    0     0      0      0      0      0      0      0      0      0      0     0    0
                         100.0 0.0   0.0    0.0    0.0    0.0    0.0    0.0    0.0    0.0    0.0    0.0

PG Professional Journal 1  0    0     0      0      0      0      0      1      0      0      0      0     0    1
                          0.0  0.0   0.0    0.0    0.0    0.0    0.0   100.0   0.0    0.0    0.0    0.0

*** TOTALS ***       5     1    0     1      0      0      0      0      3      0      0      0      0     0    2
                         20.0  0.0  20.0    0.0    0.0    0.0    0.0   60.0    0.0    0.0    0.0    0.0
```

Figure 7.25 EEO Applicant Summary Report (HARAS5) - Hire/Referral Source
- Page 2

```
Date:  05/18/92                                                              Page  : 2
Time: 1000am                         EEO Applicant Summary Report            Report: HARAS5
                                         Hire/Referral Source


Entity: DP  GENERAL HOSPITAL
Date Range: (Entry) 09/26/1991 THRU 05/18/1992


Hire/Referral Source         Applicants  Percentage
----------------------------  ----------  ----------
(no code)                         1         20.00
ER Employee Referral              2         40.00
JP Job Posting                    1         20.00
PG Professional Journal           1         20.00

                 Total:           5        100.00
```

Figure 7.26 EEO Applicant Summary Report (HARAS5) - Hire/Referral Source
- Page 3

```
Date: 05/18/92                                                                              Page  : 3
Time: 1000am                                EEO Applicant Summary Report                    Report: HARAS5
                                               Hire/Referral Source


Entity: FW  COUNTY GENERAL
Date Range: (Entry) 09/26/1991 THRU 05/18/1992


                                    ----- Minority Group - Male ------  ----- Minority Group - Female -----
                        Consnt  No    (B)    (C)     (D)    (E)    (F)    (G)    (H)    (I)    (J)    (K)   Tot  Tot
Code Description  Total  N/A  Origin White  Black  Hispan Asian  Am Ind White  Black  Hispan Asian  Am Ind Vet  Hcp
---------------------------------------------------------------------------------------------------------------------


JP Job Posting      1     1     0     0      0      0      0      0      0      0      0      0      0     0    0
                        100.0  0.0   0.0    0.0    0.0    0.0    0.0    0.0    0.0    0.0    0.0    0.0


*** TOTALS ***      1     1     0     0      0      0      0      0      0      0      0      0      0     0    0
                        100.0  0.0   0.0    0.0    0.0    0.0    0.0    0.0    0.0    0.0    0.0    0.0
```

Figure 7.27 EEO Applicant Summary Report (HARAS5) - Hire/Referral Source
- Page 4

```
Date: 05/18/92                                                          Page  : 4
Time: 1000am                      EEO Applicant Summary Report          Report: HARAS5
                                      Hire/Referral Source


Entity: FW  COUNTY GENERAL
Date Range: (Entry) 09/26/1991 THRU 05/18/1992


Hire/Referral Source         Applicants  Percentage
----------------------------  ----------  ----------
JP Job Posting                        1      100.00
                     Total:           1      100.00

                                 End of Report
```

EEO DETAILED APPLICANT ANALYSIS REPORTS

The EEO Detailed Applicant Analysis Reports provide listings of all applicants, selected by search criteria, to display applicant EEO/AA and Application Information. These reports can be defined to list the applicant's primary application (see Applicant Detail Application Documentation), a specific detail application linked to a requisition, or for the applicant themselves (no associated detail application or requisition). These reports can also be defined for a select time period for analysis.

These reports are selected from the menu based on the type of information requested for the applicant search. These report criteria types are:

- EEO Category (HAREO1)

- EEO Job Category (HAREO2)

- AAP Job Group Category (HAREO3)

- Application Disposition/Status (HAREO4)

- Referral Source (HAREO5)

As structured, the first four information types allow selection based on specific applicant applications. The last option, Referral Source, allows selection either for a detail application or against the individual applicant. The criteria decision (applicant versus application) is based upon the initial Entity Code prompt:

Enter entity code or '-' for list, [ALL] --

This prompt allows you to define the selection parameters for the report. You can respond with a single entity, a group of entities, or ALL to report for all entities.

All the reports' totals and page breaks are by entity.

EEO Detailed Applicant Analysis Report by EEO Category (HAREO1)

This report selects the applicant's EEO Category, as defined from the detail application and the associated requisition. The EEO Category Codes are defined by McKesson. The Human Resources Applicant Management Module allows you to define the criteria (entity, requisition, EEO Category, and desired date range) for the report.

Following the Entity Code prompt, if you select a specific entity, the system displays a prompt for the Requisition:

Enter requisition number, or 'M' for Missing [ALL]--

The prompt for requisition depends on the selected entity code. If you select more than one entity, the requisitions selected apply to all those entities. For example, if two

entity codes and a requisition number of 10 are entered, the system looks for Requisition Number 10 in both entities for the report. The hyphen (-) lookup is not valid when more than one entity is selected.

If you select ALL requisitions, the system looks to the applicant's primary detail application (by and for each selected entity) to derive the EEO Category. Due to the ability to select multiple entities, the report may list the same applicant more than one time, but reports that applicant only once per entity.

If you identify specific requisitions for reporting, the module reports all detail applications associated with those requisitions. That is, the report does not look to the applicant's primary detail application to gain the EEO Category.

NOTE: If you enter **M** for Missing, the report will list only those applicants with no detail application on file.

After you select a requisition, the system prompts for EEO Category as defined by the EEO Category Code Table (McKesson maintained):

   Enter EEO Class Category, '-' to list or 'M' for Missing [ALL]--

Entries are validated against the EEO Category Code Table. Entry of a hyphen (-) displays a help list of existing codes. From those entries, you can select one or multiple codes to use for selection criteria.

NOTE: If you enter **M** for Missing, the report will list only those records with *no* EEO Class Category.

The system defaults to use ALL EEO Category Codes.

Following selection of the EEO Category, you have the option of qualifying the selection by date. The system displays a prompt to differentiate between the Applicant Entry Date (from the Applicant Demographics Information) and the Detail Application Date (from the Detail Application Information):

   Select Applicant (E)ntry date or (A)pplicant date--

Following the date type selection, the system prompts for the dates to include:

   Enter beginning date --

   Enter ending date --

The dates are required; there is no default.

The dates entered are defined for the Date Type. If the date type is Application Date, the system looks to the applicants with detail application dates within the date range.

If the date type is Entry Date, the system looks to the applicants with applicant entry dates within the date range.

Following entry of the dates, the system begins compiling and printing the report.

It is important to note that ifthe applicants selected have their EEO/AA Consent Option (from the Applicant Demographics-EEO/AA Information) equal to No or Other, the report will not list the applicant's sex, ethnic code, EEO Origin, Veteran Indicator, Handicap Indicator, Handicap Accommodation Indicator, and Handicap Accommodation Note.

NOTE: The report displays only the first veteran code when multiple veteran codes are listed for an applicant in the Applicant Management system.

The report also includes the applicant's First Name Initial, Last Name, Applicant Number, Applicant Entry Date, Recruiter, and Entity Requisition Information: Entity Code, EEO Category, EEO Job Category, AAP Job Group, Requisition Number, Application Disposition/Status and Disposition Date.

This demand report is sorted by applicant name within EEO Category within Entity.

The report gives a grand totals, by entity, of the total number of applicants, by EEO Category and percentage of applicants for each category group to the total applicants represented on the report.

Figure 7.28 EEO Detailed Applicant Analysis Report (HAREO1) - EEO Category Code - Page 1

```
Date: 04/05/2010                                                                              Page  : 1
Time: 09:07am                    EEO Detailed Applicant Analysis Report For 04/05/2010        Report: HAREO1
                                              EEO Category Code


Entity: 01  GENERAL HOSPITAL
Date Range: (Application) 01/01/2000 THRU 04/05/2010


   Applicant        Applicant                            EEO Vet Vet Hcp Hcp Acc    EEO EEO AAP Requisition  Disp
     Name           Number      Entry Date Recr Opt Sex Eth Org Ind Dis Ind Acc Not Ent Cat JC  JGp Number        Stat Disp Date
-----------------------------------------------------------------------------------------------------------------------------
EEO Categories: 1.1 Exec/SR Lvl Official/Mgrs

A BEINKE                        3 11/20/2000     Y    M       I      N         N       01  1.11 1B       2     H    02/21/1994
C HUGULEY                       7 09/12/2001     N                   U                 01  1.11 1B       2     H    02/21/1994


EEO Categories: 5 Admin Support Workers

S AARRON                        5 04/04/2001     Y    M       C      N         N       01  5   6  1A      1     C    08/16/1993
T CHRIS                         6 04/04/2001     Y    M       I      N         N       01  5   6  1A      1     C    08/16/1993
```

Figure 7.29 EEO Detailed Applicant Analysis Report (HAREO1) - EEO Category Code - Page 2

```
Date: 04/05/2010                                                                              Page  : 2
Time: 09:07am                    EEO Detailed Applicant Analysis Report For 04/05/2010        Report: HAREO1
                                              EEO Category Code


Entity: 01  GENERAL HOSPITAL
Date Range: (Application) 01/01/2000 THRU 04/05/2010
Requisitions: ALL



EEO Categories             Applicants  Percentage
--------------------------  ----------  ----------
1.1 Exec/SR Lvl Official/Mg      2        50.00
5 Admin Support Workers          2        50.00

              Total:            4       100.00
```

EEO Detailed Applicant Analysis Report by EEO Job Category (HAREO2)

This report searches the applicant's EEO Job Category, as defined from the detail application and the associated requisition. The EEO Job Category Codes are defined by McKesson. The Human Resources Applicant Management Module allows you to define the criteria (entity, requisition, EEO Job Category, and desired date range) for the report.

Following the Entity Code prompt, if you select a specific entity, (the Missing Entity Code response is not valid for this Report Type), the system prompts for the Requisition:

> *Enter requisition number, or 'M' for Missing [ALL]--*

The prompt for requisition depends on the selected entity code. If you select more than one entity, the requisitions selected apply to all those entities. For example, if two entity codes and a requisition number of 10 are entered, the system looks for Requisition Number 10 in both entities for the report. The hyphen (-) lookup is not valid when more than one entity is selected.

If you select ALL requisitions, the system looks to the applicant's primary detail application (by and for each selected entity) to derive the EEO Job Category. Due to the ability to select multiple entities, the report may list the same applicant more than one time, but reports that applicant only once per entity.

If you identify specific requisitions for reporting, the module reports all detail applications associated with those requisitions. That is, the report does not look to the applicant's primary detail application to gain the EEO Job Category.

NOTE: If you enter **M** for Missing, the report will list only those applicants with no detail application on file.

Following selection of requisition, the system prompts for EEO Job Category as defined by the EEO Job Category Code Table (McKesson maintained):

> *Enter EEO Job Category, 'M' for Missing [ALL]--*

Entries are validated against the EEO Job Category Code Table. Entry of a hyphen

(-) displays a help list of existing codes. From those entries, you can select one or multiple codes to use for selection criteria.

NOTE: If you enter **M** for Missing, the report will list only those records with *no* EEO Job Category.

The system defaults to use ALL EEO Job Category Codes.

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Following selection of the EEO Job Category, the module allows you to qualify the selection by date. The system differentiates between the Applicant Entry Date (from the Applicant Demographics Information) and the Detail Application Date (from the Detail Application Information):

> *Select Applicant (E)ntry date or (A)pplicant date--*

Following the date type selection, the system prompts for the dates to include:

> *Enter beginning date --*

> *Enter ending date --*

The dates are required; there is no default.

The dates entered are defined for the Date Type. If the date type is Application Date, the system looks to the applicants with detail application dates within the date range. If the date type is Entry Date, the system looks to the applicants with applicant entry dates within the date range.

Following entry of the dates, the system begins compiling and printing the report.

It is important to note that if the applicants selected have their EEO/AA Consent Option (from the Applicant Demographics-EEO/AA Information) equal to No or Other, then the report will not list the applicant's sex, ethnic code, EEO Origin, Veteran Indicator, Handicap Indicator, Handicap Accommodation Indicator, and Handicap Accommodation Note.

NOTE: The report displays only the first veteran code when multiple veteran codes are listed for an applicant in the Applicant Management system.

The report also includes the applicant's First Name Initial, Last Name, Applicant Number, Applicant Entry Date, Recruiter, and Entity Requisition Information: Entity Code, EEO Category, EEO Job Category, AAP Job Group, Requisition Number, Application Disposition/Status and Disposition Date.

This demand report is sorted by applicant name within EEO Job Category within Entity.

The report gives a grand total by entity of the total number of applicants, by EEO Job Category and percentage of applicants for each category group to the total applicants represented on the report.

Figure 7.30 EEO Detailed Applicant Analysis Report (HAREO2) - EEO Job Category - Page 1

```
Date: 04/05/2010                                                              Page  : 1
Time: 1001am                       EEO Detailed Applicant Analysis Report     Report: HAREO2
                                       EEO Job Category Code


Entity: DP  GENERAL HOSPITAL
Date Range: (Entry) 09/26/1991 THRU 04/05/2010

                                                EEO Vet Vet Hcp Hcp Acc    EEO EEO AAP Requisition  Disp
    Applicant          Applicant
    Name               Number     Entry Date Recr Opt Sex Eth Org Ind Dis Ind Acc Not  Ent Cat JC  JGp Number      Stat Disp Date
---------------------------------------------------------------------------------------------------------------------------------
EEO Job Categories: 3 Technicians

S McEntyre               24 05/17/1991 MR   Y  F  C  G      N       N       DP  A  3  ADM0      37  O   02/19/1991

EEO Job Categories: 6 Administrative Support

S MCENTYRE               25 06/12/1991 MR   Y  F  U  G      N 06  Y CHR DP   K  6            32  S   06/12/1991
G POPE                   21 12/10/1991 DV   Y  M  U  B      Y NO          DP  E  6            31  O   12/20/1991

EEO Job Categories: 7 Skilled Craft

D JENKINS                31 04/02/1992 SKM  Y  F     G      N       N       DP  D  7  1E       34  O   02/11/1991

EEO Job Categories: 8 Service/Maintenance

J Kaufman                32 04/22/1992 MWR  O           U              DP  I  8  1A      200  F   04/22/1992
```

Figure 7.31 EEO Detailed Applicant Analysis Report (HAREO2) - EEO Job
Category - Page 2

```
Date: 04/05/2010                                                          Page  : 2
Time: 1001am                        EEO Detailed Applicant Analysis Report   Report: HAREO2
                                         EEO Job Category Code


Entity: DP  GENERAL HOSPITAL
Date Range: (Entry) 09/26/1991 THRU 04/05/2010
Requisitions: ALL


EEO Job Categories              Applicants  Percentage
-----------------------------   ----------  ----------
3 Technicians                        1        20.00
6 Administrative Support             2        40.00
7 Skilled Craft                      1        20.00
8 Service/Maintenance                1        20.00


              Total:                 5       100.00


                                    End of Report
```

EEO Detailed Applicant Analysis Report by AAP Job Group Category (HAREO3)

This report searches the applicant's AAP Job Group Category, as defined from the detail application and the associated requisition. The AAP Job Group Category Codes are maintained by the user-defined code table. The Human Resources Applicant Management Module allows you to define the criteria (entity, requisition, AAP Job Group Category, and desired date range) for the report.

Following the Entity Code prompt, if you are selecting a specific entity, the system prompts for the Requisition:

> *Enter requisition number, or 'M' for Missing [ALL]--*

The prompt for requisition depends on the selected entity code. If you select more than one entity, the requisitions selected apply to all those entities. For example, if two entity codes and a requisition number of 10 are entered, the system looks for Requisition Number 10 in both entities for the report. The hyphen (-) lookup is not valid when more than one entity is selected.

If you select ALL requisitions, the system looks to the applicant's primary detail application (by and for each selected entity) to derive the AAP Job Group Category. Due to the ability to select multiple entities, the report may list the same applicant more than one time, but reports that applicant only once per entity.

If you identify specific requisitions for reporting, the module reports all detail applications associated with those requisitions. That is, the report does not look to the applicant's primary detail application to gain the AAP Job Group Category.

NOTE: If you enter **M** for Missing, the report will list only those applicants with no detail application on file.

Following selection of the requisition, the system prompts for AAP Job Group Category as defined by the AAP Job Group Category Code Table (user-maintained):

> *Enter AAP job group, '-' for list or 'M' for Missing [ALL]--*

Entries are validated against the AAP Job Group Category Code Table. Entry of a hyphen (-) displays a help list of existing codes. From those entries, you can select one or multiple codes to use for selection criteria.

NOTE: If you enter **M** for Missing, the report will list only those records with *no* AAP Job Group Category.

The system defaults to use ALL AAP Job Group Category Codes.

Following selection of the AAP Job Group Category, you have the option of qualifying the selection by date. The system displays a prompt to differentiate between the

Applicant Entry Date (from the Applicant Demographics Information) and the Detail Application Date (from the Detail Application Information):

Select Applicant (E)ntry date or (A)pplicant date --

Following the date type selection, the system prompts for the dates to include:

Enter beginning date --

Enter ending date --

The dates are required; there is no default.

The dates entered are defined for the Date Type. If the date type is Application Date, the system looks to the applicants with detail application dates within the date range. If the date type is Entry Date, the system looks to the applicants with applicant entry dates within the date range.

Following entry of the dates, the system begins compiling and printing the report.

It is important to note that ifthe applicants selected have their EEO/AA Consent Option (from the Applicant Demographics-EEO/AA Information) equal to No or Other, then the report will not list the applicant's sex, ethnic code, EEO Origin, Veteran Indicator, Handicap Indicator, Handicap Accommodation Indicator, and Handicap Accommodation Note.

NOTE: The report displays only the first veteran code when multiple veteran codes are listed for an applicant in the Applicant Management system.

The report also includes the applicant's First Name Initial, Last Name, Applicant Number, Applicant Entry Date, Recruiter, and Entity Requisition Information: Entity Code, EEO Category, EEO Job Category, AAP Job Group, Requisition Number, Application Disposition/Status and Disposition Date.

This demand report is sorted byapplicant name within AAP Job Group Category within Entity.

The report gives a grand total by entity of the total number of applicants, by AAP Job Group Category and percentage of applicants for each category group to the total applicants represented on the report.

Figure 7.32 EEO Detailed Applicant Analysis Report (HAREO3) - AAP Job Group Category - Page 1

```
Date: 04/05/2010                                                                    Page  : 1
Time: 1001am                            EEO Detailed Applicant Analysis Report      Report: HAREO3
                                          AAP Job Group Category Code


Entity: DP  GENERAL HOSPITAL
Date Range: (Entry) 09/26/1991 THRU 04/05/2010


   Applicant          Applicant                            EEO Vet Vet Hcp Hcp Acc     EEO EEO AAP Requisition  Disp
     Name             Number       Entry Date Recr Opt Sex Eth Org Ind Dis Ind Acc Not Ent Cat JC  JGp Number      Stat Disp Date
-----------------------------------------------------------------------------------------------------------------------------------
AAP Job Group Categories: (no code)

S MCENTYRE               25 06/12/1991 MR    Y   F   U   G       N  06   Y CHR DP  K   6                   32  S   06/12/1991
G POPE                   21 12/10/1991 DV    Y   M   U   B       Y  NO           DP  E   6                   31  O   12/20/1991

AAP Job Group Categories: 1A  ADMINISTRATIVE

J Kaufman                32 04/22/1992 MWR   O               U               DP  I   8   1A       200  F   04/22/1992

AAP Job Group Categories: 1E ASSISTANT HEAD NURSE

D JENKINS                31 04/02/1992 SKM   Y   F       G       N      N       DP  D   7   1E        34  O   02/11/1991

AAP Job Group Categories: ADM0 Administrative

S McEntyre               24 05/17/1991 MR    Y   F   C   G       N      N       DP  A   3   ADM0      37  O   02/19/1991
```

Figure 7.33 EEO Detailed Applicant Analysis Report (HAREO3) - AAP Job Group Category - Page 2

```
Date: 04/05/2010                                                            Page  : 2
Time: 1001am                      EEO Detailed Applicant Analysis Report     Report: HAREO3
                                      AAP Job Group Category Code


Entity: DP  GENERAL HOSPITAL
Date Range: (Entry) 09/26/1991 THRU 04/05/2010
Requisitions: ALL


AAP Job Group Categories       Applicants  Percentage
----------------------------   ----------  ----------
(no code)                          2         40.00
1A  ADMINISTRATIVE                 1         20.00
1E ASSISTANT HEAD NURSE            1         20.00
ADM0 Administrative                1         20.00

                 Total:            5        100.00

                                  End of Report
```

EEO Detailed Applicant Analysis Report by Application Disposition/ Status (HAREO4)

This report searches the applicant's Application Disposition/Status, as defined from the detail application and the associated requisition. The Application Disposition/Status Codes are defined by McKesson. The Human Resources Applicant Management Module allows you to define the criteria (entity, requisition, Application Disposition/ Status, and desired date range) for the report.

Following the Entity Code prompt, if a specific entity is selected, (the Missing Entity Code response is not valid for this Report Type), the system prompts for the Requisition:

>   *Enter requisition number, or 'M' for Missing [ALL]--*

The prompt for requisition depends on the selected entity code. If you select more than one entity, the requisitions selected apply to all those entities. For example, if two entity codes and a requisition number of 10 are entered, the system looks for Requisition Number 10 in both entities for the report. The hyphen (-) lookup is not valid when more than one entity is selected.

If you select ALL requisitions, the system looks to the applicant's primary detail application (by and for each selected entity) to derive the Application Disposition/ Status. Due to the ability to select multiple entities, the report may list the same applicant more than one time, but reports that applicant only once per entity.

If you identify specific requisitions for reporting, the module reports all detail applications associated with those requisitions. That is, the report does not look to the applicant's primary detail application to gain the Application Disposition/Status.

Following selection of requisition, the system prompts for Application Disposition/ Status as defined by the Application Disposition/Status Code Table (maintained by McKesson):

>   *Enter application disposition status, '-' for list, or 'M' for Missing [ALL]--*

Entries are validated against the Application Disposition/Status Code Table. Entry of a hyphen (-) displays a help list of existing codes. From those entries, you can select one or multiple codes to use for selection criteria.

NOTE: If you enter **M** for Missing, the report will list only those records with *no* Application/Disposition Status.

The system defaults to use ALL Application Disposition/Status Codes.

Following selection of the Application Disposition/Status, you have the option of qualifying the selection by date. The system displays a prompt to differentiate between

the Applicant Entry Date (from the Applicant Demographics Information) and the Detail Application Date (from the Detail Application Information):

Select Applicant (E)ntry date or (A)pplicant date--

After you select the date type, the system prompts for the dates to include:

Enter beginning date --

Enter ending date --

The dates are required; there is no default.

The dates entered are defined for the Date Type. If the date type is Application Date, the system looks to the applicants with detail application dates within the date range. If the date type is Entry Date, the system looks to the applicants with applicant entry dates within the date range.

Following entry of the dates, the system begins compiling and printing the report.

It is important to note that if the applicants selected have their EEO/AA Consent Option (from the Applicant Demographics-EEO/AA Information) equal to No or Other, then the report will not list the applicant's sex, ethnic code, EEO Origin, Veteran Indicator, Handicap Indicator, Handicap Accommodation Indicator, and Handicap Accommodation Note.

NOTE: The report displays only the first veteran code when multiple veteran codes are listed for an applicant in the Applicant Management system.

The report also includes the applicant's First Name Initial, Last Name, Applicant Number, Applicant Entry Date, Recruiter, and Entity Requisition Information: Entity Code, EEO Category, EEO Job Category, AAP Job Group, Requisition Number, Application Disposition/Status and Disposition Date.

This demand report is sorted by applicant name within Application Disposition/Status within Entity.

The report gives a grand total by entity of the total number of applicants, by Application Disposition/Status and percentage of applicants for each category group to the total applicants represented on the report.

Figure 7.34 EEO Detailed Applicant Analysis Report (HAREO4) - Application Disposition/Status - Page 1

```
Date: 04/05/2010                                                              Page  : 1
Time: 1002am                       EEO Detailed Applicant Analysis Report      Report: HAREO4
                                    Application Disposition/Status


Entity: DP  GENERAL HOSPITAL
Date Range: (Entry) 09/26/1991 THRU 04/05/2010


   Applicant       Applicant                        EEO Vet Vet Hcp Hcp Acc     EEO EEO AAP Requisition  Disp
     Name          Number     Entry Date Recr Opt Sex Eth Org Ind Dis Ind Acc Not Ent Cat JC  JGp Number      Stat Disp Date
-----------------------------------------------------------------------------------------------------------------------
Appl Disposition/Status: H Hold Applicant

D JENKINS               31 04/02/1992 SKM   Y   F       G       N       N       DP  D   7  1E         34  O   02/11/1991
J Kaufman               32 04/22/1992 MWR   O               U                   DP  I   8  1A        200  F   04/22/1992


Appl Disposition/Status: I Invite Applicant

S MCENTYRE              25 06/12/1991 MR    Y   F   U   G       N  06   Y  CHR  DP  K   6            32  S   06/12/1991
S McEntyre              24 05/17/1991 MR    Y   F   C   G       N       N       DP  A   3  ADM0       37  O   02/19/1991


Appl Disposition/Status: R Reject Application

G POPE                  21 12/10/1991 DV    Y   M   U   B       Y  NO           DP  E   6            31  O   12/20/1991
```

Figure 7.35 EEO Detailed Applicant Analysis Report (HAREO4) - Application Disposition/Status - Page 2

```
Date: 04/05/2010                                                              Page  : 2
Time: 1002am                          EEO Detailed Applicant Analysis Report  Report: HAREO4
                                        Application Disposition/Status


Entity: DP  GENERAL HOSPITAL
Date Range: (Entry) 09/26/1991 THRU 04/05/2010
Requisitions: ALL


Appl Disposition/Status          Applicants  Percentage
----------------------------     ----------  ----------
H Hold Applicant                      2         40.00
I Invite Applicant                    2         40.00
R Reject Application                  1         20.00

                     Total:          5        100.00

                                         End of Report
```

EEO Detailed Applicant Analysis Report by Hire/Referral Source (HAREO5)

This report searches for the applicant's Application Hire/Referral Source. The Hire/ Referral Source Codes are user-defined. The Human Resources Applicant Management Module allows you to define the criteria (entity, requisition, Application Disposition/Status, and desired date range) for the report.

This report differs from the other reports in that you can define which applicant referral source (Applicant Demographics or Detail Application) to recognize. During the entry of the report criteria, the system prompts for the location of the codes. In addition, this is the only EEO Detailed Applicant Analysis Report that allows selection of those applicants without a detail application. This process is initiated upon entry of the Entity Code:

> *Enter entity code or '-' for list, 'M' for Missing [ALL] --*

This prompt allows you to define the selection parameters for the report. You can respond with a single entity, a group of entities, or no entity (M for Missing). If the selection is M, the selection for the report is for only those applicants with no detail application on file.

If the entity code response is an entity or a group of entities, the system displays the following prompt for the Requisition. The module does not prompt for requisition if the Entity Code is M; instead the module skips to Hire/Referral Source and the Applicant Entry Date prompts.

> *Enter requisition number, or 'M' for Missing [ALL]--*

The prompt for requisition depends on the selected entity code. If you select more than one entity, the requisitions selected apply to all those entities. For example, if two entity codes and a requisition number of 10 are entered, the system looks for Requisition Number 10 in both entities for the report. The hyphen (-) lookup is not valid when more than one entity is selected.

If you select ALL requisitions, the system looks only to those applicant's primary detail application (by and for each selected entity) to derive the report information. Due to the ability to select multiple entities, the report may list the same applicant more than one time, but reports that applicant only once per entity.

If you identify specific requisitions for reporting, the module reports all detail applications associated with those requisitions. That is, the report does not look to the applicant's primary detail application to gain the EEO information.

NOTE: If you enter **M** for Missing, the report will list only those applicants with no detail application on file.

Next, the system displays the following prompt for Hire/Referral Source Location. This location is only valid if the previous criteria indicates detail application information. If the Entity Code is M for Missing, the system assumes that the Hire/Referral Source is to be found in the Applicant Demographics Information.

> *Enter hire/referral code location: ('A'pplicant, 'D'etail Appl)--*

Next, the module displays a prompt to request the specific hire/referral source to examine:

> *Enter hire/referral source code '-' to list or 'M' for Missing [ALL]--*

Entries are validated against the Hire Source Code Table. Entry of a hyphen (-) displays a help list of existing codes. From those entries, you can select one or multiple codes to use for selection criteria.

NOTE: If you enter **M** for Missing, the report will list only those records with *no* Referral Source Code.

The system defaults to use All Hire/Referral Source Codes.

After you select the Hire/Referral Source Code(s), you have the option of qualifying the selection by date. The system displays a prompt to differentiate between the Applicant Entry Date (from the Applicant Demographics Information) and the Detail Application Date (from the Detail Application Information). This prompt for date type is only relevant if the entity code is not M. If the code is M for Missing, the system assumes that the dates are for Applicant Entry Date (value E).

> *Select Applicant (E)ntry date or (A)pplicant date --*

Following the date type selection, the system prompts for the dates to include:

> *Enter beginning date --*

> *Enter ending date --*

The dates are required; there is no default.

The dates entered are defined for the Date Type. If the date type is Application Date, the system looks to the applicants with detail application dates within the date range. If the date type is Entry Date, the system looks to the applicants with applicant entry dates within the date range.

Following entry of the dates, the system begins compiling and printing the report.

It is important to note that if the applicants selected have their EEO/AA Consent Option (from the Applicant Demographics-EEO/AA Information) equal to No or Other, then the report will not list the applicant's sex, ethnic code, EEO Origin, Veteran Indicator,

Handicap Indicator, Handicap Accommodation Indicator, and Handicap Accommodation Note.

NOTE: The report displays only the first veteran code when multiple veteran codes are listed for an applicant in the Applicant Management system.

The report also includes the applicant's First Name Initial, Last Name, Applicant Number, Applicant Entry Date, Recruiter, and Entity Requisition Information: Entity Code, EEO Category, EEO Job Category, AAP Job Group, Requisition Number, Application Disposition/Status and Disposition Date.

This demand report is sorted by applicant name within Hire/Referral Source Code within Entity. For Missing Entity, the system lists all those that meet the criteria without breakdown by individual entity.

The report gives a grand total by entity of the total number of applicants, by Hire/ Referral Source Code and percentage of applicants for each category group to the total applicants represented on the report.

Figure 7.36 EEO Detailed Applicant Analysis Report (HAREO5) - Hire/Referral
Source - Page 1

```
Date: 04/05/2010                                                                    Page  : 1
Time: 1002am                            EEO Detailed Applicant Analysis Report       Report: HAREO5
                                              Hire/Referral Source

Entity: DP  GENERAL HOSPITAL
Date Range: (Entry) 09/26/1991 THRU 04/05/2010

   Applicant          Applicant                        EEO Vet Vet Hcp Hcp Acc      EEO EEO AAP Requisition Disp
     Name             Number      Entry Date Recr Opt Sex Eth Org Ind Dis Ind Acc Not  Ent Cat JC  JGp Number      Stat Disp Date
--------------------------------------------------------------------------------------------------------------------------------
Hire/Referral Source: (no code)

D JENKINS              31 04/02/1992 SKM   Y   F       G       N       N         DP   D   7  1E        34   O    02/11/1991

Hire/Referral Source: ER Employee Referral

S McEntyre             24 05/17/1991 MR    Y   F   C   G       N       N         DP   A   3  ADM0      37   O    02/19/1991
G POPE                 21 12/10/1991 DV    Y   M   U   B       Y  NO            DP   E   6            31   O    12/20/1991

Hire/Referral Source: JP Job Posting

J Kaufman              32 04/22/1992 MWR   O               U                   DP   I   8  1A       200   F    04/22/1992

Hire/Referral Source: PG Professional Journal

S MCENTYRE             25 06/12/1991 MR    Y   F   U   G       N  06   Y  CHR DP   K   6            32   S    06/12/1991
```

Figure 7.37 EEO Detailed Applicant Analysis Report (HAREO5) - Hire/Referral
Source - Page 2

```
Date: 04/05/2010                                                              Page  : 2
Time: 1002am                        EEO Detailed Applicant Analysis Report    Report: HAREO5
                                          Hire/Referral Source


Entity: DP  GENERAL HOSPITAL
Date Range: (Entry) 09/26/1991 THRU 04/05/2010
Requisitions: ALL


Hire/Referral Source         Applicants  Percentage
----------------------------  ----------  ----------
(no code)                         1        20.00
ER Employee Referral              2        40.00
JP Job Posting                    1        20.00
PG Professional Journal           1        20.00


               Total:             5       100.00


                                     End of Report
```

JOB DESCRIPTION LIST REPORT (HARJDL)

The Job Description List report provides a list of all job descriptions by code and/or alphabetic description. The Job Description Profile report gives a detailed list of all information regarding each job description.

The report displays the job description code, description, creation date, EEO Category Code, EEO Job Category Code, AAP Job Group Code, and entry status. This is a demand report and is sorted by job description code or description (defaults to code). You can include all Active, Inactive or All job descriptions on this report, with All job descriptions as the default.

Figure 7.38 Job Description List (HARJDL)

```
Date: 05/28/2009                                          Page  : 1
Time: 04:46pm          Job Description List For 05/28/2009     Report: HARJDL


   Job Description Code          Create Date  EEOC  EEO JC   AAP      Status
-------------------------------------------------------------------------------
   JD0 JOB DESCRIPTION 0          05/01/2009  9                       Active
   JD1 JOB DESCRIPTION 1          05/01/2009  1.2                     Active
   JD2 JOB DESCRIPTION 2          05/01/2009  1.1                     Active
   JD3 JOB DESCRIPTION 3          05/01/2009  2                       Active
   JD4 JOB DESCRIPTION 4          05/01/2009  3                       Active
   JD5 JOB DESCRIPTION 5          05/01/2009  4                       Active
   JD6 JOB DESCRIPTION 6          05/01/2009  5                       Active
   JD7 JOB DESCRIPTION 7          05/01/2009  6                       Active
   JD8 JOB DESCRIPTION 8          05/01/2009  7                       Active
   JD9 JOB DESCRIPTION 9          05/01/2009  8                       Active
   JDA JOB DESCRIPTION A          05/01/2009  1.2                     Active
   JDT JOB DESCRIPTION T          05/01/2009                          Active
   NEW New Job Description         08/16/1993            6     1A      Active

                         End of Report
```

JOB DESCRIPTION PROFILE REPORT (HARJDP)

The Job Description Profile provides a detail of the descriptions, requirements, and skills list for each job description. The Job Description List report gives a quick listing of all job descriptions entered.

This is a demand report. Each job description prints one code per page. The report is sorted by job description code or description (defaults to code). You can include all Active, Inactive or Filed as Deleted job descriptions on this report, with all job descriptions as default.

This profile is printed with an 80-character column width. The design of the report allows for easy Job Posting or inclusion of the profile in a Job Description Manual.

Figure 7.39 Job Description Profile (HARJDP)

```
Date: 05/29/2009                                             Page  : 1
Time: 09:40am        Job Description Profile For 05/29/2009  Report: HARJDP

Job Description: NEW New Job Description
Create Date    : 08/16/1993
------------------------------------------------------------------------------
EEOC Code: Admin Support Workers     EEO Job Categ: Administrative Support
AAP Job Grp Cd:  ADMINISTRATIVE
Comment: comments
Job Description Text:
THIS A TEST OF THE FREE TEXT

Cert/Lic   1: Associate Degree          2: Bachelor of Arts
Min Educ Lvl: Associate Degree             Deg/Cert: Bachelor of Arts
   Major Fld: Chemistry
Exper Level : 6 Mos to 1 YR Experience     Yr Exp  :  1.0  Supr: No
  Specialty :
Language 1  :
         2  :
         3  :
Oth:

                              End of Report
```

REQUISITION APPLICANT LIST REPORT (HARRAL)

The Requisition Applicant List Report lists al applicants within the requisitions selected for report. It provides a quick list of only those applicants for review purposes. The Requisition Profile report gives a detailed listing of all information regarding each requisition.

NOTE: The report displays only the first veteran code when multiple veteran codes are listed for an applicant in the Applicant Management system.

This demand report is sorted by requisition number within department within entity.

Selection criteria for this report are:

- Entity Code - one per report

- Department - one or range or ALL; default is ALL

- Job Description - one or range or ALL; default is ALL*

- Requisition Disposition/Status - one or range or ALL; default is ALL

- Beginning Requisition Disposition Date - default is 01/01/[calendar year]

- Ending Requisition Disposition Date - default is 12/31/[calendar year]

- Requisition Number - one or range or ALL; default is ALL

The report subtotals department total requisitions, requisition disposition/status, total applications, average number of applications per requisition, total FTEs, average days open (detail comparison between the system date and the requisition's Date Approved value on each requisition; if the requisition disposition/status is filled or closed, then the days open is not applicable), total cost and the average costs per requisition.

The report gives a grand total by entity code.

The report page breaks are by department, with a final page break for entity totals.

NOTE: *The Job Description prompt refers to the Job Description Code (on First Requisition Main Entry Screen). The Job Description Code refers to the job describing the requirements and skills needed for the requisition. This field may or may not be the same as the Job Class/Position Requested on the same requisition entry screen.

Figure 7.40 Requisition Applicant List (HARRAL) - Page 1

```
Date: 05/28/2009                            MODEL HOSPITAL OF GEORGIA                         Page  : 1
Time: 06:06pm                          Requisition Applicant List For 05/28/2009              Report: HARRAL01

Department: 8.211


Req Number   Job Class/Position Requested              Shift Code        F/P  Hr/Wk  FTEs  PS Job Description Requested
             Status/Disposition         Disp Date      Date Recvd  Date Aprvd  Deadline Dt  Date Filled  Days Open  Total Cost
             EEOC Code   EEO Job Catg   AAP Job Grp     # of Appl   Requesting Manager
------------------------------------------------------------------------------------------------------------------------

      1                                          10 Administration 9- F  40.00  1.00  E
             O Open Requisition         12/07/2006     12/05/2006  12/06/2006  01/30/2007                  904     20,000.00
             1.2         1              1C              3           Dutton,Mark P

             Appl Date  Appl Nbr   Applicant Name                  Sex  EEO  Vet  Hcp              Recr   Offer Date
             Disposition Status    Disp Date      Disp Reason      Application Comments                   Start Date
             ------------------------------------------------------------------------------------------------------
             12/07/2006        1
                                   05/28/2009

             12/07/2006        2
                                   05/28/2009

             12/07/2006        5
                                   05/28/2009



Department Summary:
Total Requisitions:     1   Open:   1      Filled:    0   Outstanding:    0    Closed:    0   Total Appl:   3 Avg/Req:     3.0
          FTEs:   1.00  Avg Days:  904.0  Total Cost:      20000.00  Avg Cost:    20000.00
```

Figure 7.41 Requisition Applicant List (HARRAL) - Page 2

```
Date: 05/28/2009                              HBOC MODEL HOSPITAL OF GEORGIA                         Page  : 2
Time: 06:06pm                                Requisition Applicant List For 05/28/2009               Report: HARRAL01

Department: 8.212

Req Number   Job Class/Position Requested              Shift Code          F/P  Hr/Wk  FTEs  PS Job Description Requested
             Status/Disposition          Disp Date     Date Recvd  Date Aprvd  Deadline Dt  Date Filled  Days Open  Total Cost
             EEOC Code   EEO Job Catg  AAP Job Grp      # of Appl   Requesting Manager
-----------------------------------------------------------------------------------------------------------------------

       2                                               10 Administration 9- F  40.00  1.00  E
          O Open Requisition           12/08/2006                                                      *           0.00
             1.1          1           1A                    1       Beach,Alan C

          Appl Date  Appl Nbr   Applicant Name                      Sex  EEO  Vet  Hcp               Recr  Offer Date
          Disposition Status    Disp Date     Disp Reason           Application Comments                   Start Date
          -----------------------------------------------------------------------------------------------------------
          12/08/2006        3
                                05/28/2009




Department Summary:
Total Requisitions:    1   Open:   1      Filled:   0   Outstanding:   0    Closed:   0   Total Appl:   1 Avg/Req:    1.0
           FTEs:   1.00  Avg Days:    0.0  Total Cost:        0.00  Avg Cost:      0.00
```

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Figure 7.42 Requisition Applicant List (HARRAL) - Page 3

```
Date: 05/28/2009                          HBOC MODEL HOSPITAL OF GEORGIA                       Page  : 3
Time: 06:06pm                          Requisition Applicant List For 05/28/2009               Report: HARRAL01




Entity Summary:
Total Requisitions:    2  Open   2       Filled:   0    Outstanding:   0    Closed:   0   Total Appl:   4 Avg/Req:    2.0
              FTEs:   2.00 Avg Days:    452.0 Total Cost:     20000.00  Avg Cost:    10000.00

    Department Summary:            Tot Req  Open  Fill  Outs  Clsd   FTEs    Avg Days  Total Cost    Avg Cost    Total Appl
    ------------------------------------------------------------------------------------------------------------------------
    8.211                             1      1     0     0     0    1.00      904.0    20,000.00    20,000.00       3
    8.212                             1      1     0     0     0    1.00        0.0         0.00         0.00       1

                                                  End of Report
```

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Chapter 7 - APPLICANT MANAGEMENT REPORTS

REQUISITION COST LIST REPORT (HARRCL)

The Requisition Cost List Report displays all costs within the requisitions selected for report. It provides a quick list of only those costs for review purposes. The Requisition Profile report gives a detailed listing of all information regarding each requisition.

This demand report is sorted by requisition number within department within entity.

Selection criteria for this report are:

- Entity Code - one per report

- Department - one or range or ALL; default is ALL

- Requisition Disposition/Status - one or range or ALL; default is ALL

- Beginning Requisition Disposition Date - default is 01/01/[calendar year]

- Ending Requisition Disposition Date - default is 12/31/[calendar year]

- Requisition Number - one or range or ALL; default is ALL

The report subtotals department total costs, number of detail applications, various costs, and the average cost per requisition.

The report gives a grand total by entity code, with a department summarization.

During the report criteria selection, the system prompts for page break by department, if you want to print only one department per report page, or combined. The system also allows suppression of zero-cost requisitions. The final page displays the entity totals.

Figure 7.43 Requisition Cost List Report (HARRCL) - Page 1

```
Date: 05/18/92                          GENERAL HOSPITAL                         Page  : 1
Time: 0956am                       Requisition Cost List Report                  Report:HARRCLDP


Req Number  Job Class/Position Requested        Total Costs   # Appl    Advertise    Interview  Travel/Lodge  Empl Referral
            Status/Disposition       Disp Date             Agency Fees   Relocation  Other Cost  Other Description
--------------------------------------------------------------------------------------------------------------------------
Department: 0/0/0/0/006010  NURSING ADMINISTRATION

     1  ASTHNU Asst Head Nurse                     85.00        7        75.00         0.00        0.00          0.00
                              04/02/1992                        0.00         0.00        10.00  COMMISSION

  Dept Total:             Tot Req:   1            85.00        2        75.00         0.00        0.00          0.00
                          Avg Cost:      85.00                 0.00         0.00        10.00

Department: 0/0/0/0/008060  PLANT ENGINEERING

    10  8900/001 HVAC Foreman                       5.00        4         5.00         0.00        0.00          0.00
        Open Requisition      08/09/1991                        0.00         0.00         0.00

  Dept Total:             Tot Req:   1             5.00        2         5.00         0.00        0.00          0.00
                          Avg Cost:       5.00                 0.00         0.00         0.00

Department: 0/0/0/0/008076  SECURITY

     2  BLDENG Building Engineer                  110.00        2         5.00         6.00       14.00          8.00
        Filled Requisition    02/11/1991                        9.00        12.00        56.00  This is described "other"

  Dept Total:             Tot Req:   1           110.00        2         5.00         6.00       14.00          8.00
                          Avg Cost:     110.00                 9.00        12.00        56.00
```

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Figure 7.44 Requisition Cost List Report (HARRCL) - Page 2

```
Date: 05/18/92                              GENERAL HOSPITAL                              Page  : 2
Time: 0956am                          Requisition Cost List Report                       Report:HARRCLDP


Req Number  Job Class/Position Requested        Total Costs    # Appl    Advertise    Interview  Travel/Lodge  Empl Referral
            Status/Disposition        Disp Date                Agency Fees  Relocation  Other Cost  Other Description
-------------------------------------------------------------------------------------------------------------------------

Entity Summary:                      Tot Req:  3            200.00       6       85.00        6.00      14.00          8.00
                                     Avg Cost:        66.67              9.00    12.00        0.00


Department Summary:
-------------------------------------------------------------------------------------------------------------------------
0/0/0/0/006010 NURSING ADMINIS       Tot Req:  1             85.00       2       75.00        0.00       0.00          0.00
                                     Avg Cost:       85.00               0.00     0.00       10.00
0/0/0/0/008060 PLANT ENGINEERI       Tot Req:  1              5.00       2        5.00        0.00       0.00          0.00
                                     Avg Cost:        5.00               0.00     0.00        0.00
0/0/0/0/008076 SECURITY              Tot Req:  1            110.00       2        5.00        6.00      14.00          8.00
                                     Avg Cost:      110.00               9.00    12.00       56.00

                                              End of Report
```

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REQUISITION LIST REPORT (HARRQL)

The Requisition List gives all requisitions by requisition number within department. It provides a quick list of the requisition numbers. The Requisition Profile report gives a detailed listing of all information regarding each requisition.

This demand report is sorted by requisition number within department within entity.

Selection criteria for this report are:

- Entity Code - one per report

- Department - one or range or ALL; default is ALL

- Job Description - one or range or ALL; default is ALL*

- Disposition/Status - one or range; no default

- Beginning Disposition Date - default is 01/01/[calendar year]

- Ending Disposition Date - default is 12/31/[calendar year]

- Report on requisitions with delete indicator equal; Y, N or ALL; default is ALL

- Sort by Requisition or Department; R or D; default is D

The report subtotals department total requisitions, requisition disposition/status, total applications, average number of applications per requisition, total FTEs, average days open (detail comparison between the system date and the requisition's Date Approved value on each requisition; if the requisition disposition/status is filled or closed, then the days open is not applicable), total cost and the average costs per requisition.

The report gives a grand total by entity code.

The report page breaks are by department, with a final page break for entity totals.

NOTE: The Job Description prompt refers to the Job Description Code (on first Requisition Main Entry Screen).

Figure 7.45 HR Requisition Listing Report (HARRQL) - Page 1

```
Date: 08/27/91                           GENERAL HOSPITAL                              Page  : 1
Time: 11:31                          HR Requisition Listing Rpt                        Report:HARRQLDP

Department Code:  0/0/00/00/6010-NURSING ADMINISTRATION

Req Number  Job Class/Position Requested              Shift Code       F/P Hr/Wk FTEs PS  Status/Disposition   Disp Date
            Date Recvd  Date Aprvd  Deadline Dt Date Filled  Days Open Total Cost   # of Appl
--------------------------------------------------------------------------------------------------------------------------

        1 ASTHNU Asst Head Nurse                      02               F 40.00  1.0   O/Open Requisition   08/09/1991
          08/04/1991  08/06/1991  09/18/1991          21       75.00       4

Department Summary:
Total Requisitions:     1     Open:   1     Filled:   0     Outstanding:    0     Closed:    0
            FTEs:   1.0     Avg Days:  21.0     Total Cost:      75.00  Avg Cost:      75.00
```

Figure 7.46 HR Requisition Listing Report (HARRQL) - Page 2

```
Date: 08/27/91                          GENERAL HOSPITAL                         Page  : 2
Time: 11:31                          HR Requisition Listing Rpt                  Report:HARRQLDP


Department Code:  0/0/00/00/8050-FOOD SERVICES


Req Number  Job Class/Position Requested            Shift Code        F/P Hr/Wk FTEs Status/Disposition     Disp Date
            Date Recvd  Date Aprvd  Deadline Dt Date Filled  Days Open Total Cost    # of Appl
----------------------------------------------------------------------------------------------------------------------


       7 NURSPR Nursing Supervisor                   99                    .00  1.0  O/Open Requisition     08/23/1991
           08/23/1991  08/23/1991  08/23/1991  08/23/1991       4          .00       1


Department Summary:
Total Requisitions:    1     Open:    1     Filled:   0     Outstanding:    0     Closed:   0
          FTEs:   1.0     Avg Days:   4.0     Total Cost:        .00  Avg Cost:        .00
```

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Figure 7.47 HR Requisition Listing Report (HARRQL) - Page 3

```
Date: 08/27/91                              GENERAL HOSPITAL                              Page  : 3
Time: 11:31                              HR Requisition Listing Rpt                       Report:HARRQLDP


Department Code:  0/0/00/00/8060-PLANT ENGINEERING


Req Number  Job Class/Position Requested            Shift Code       F/P Hr/Wk FTEs Status/Disposition      Disp Date
            Date Recvd  Date Aprvd  Deadline Dt Date Filled  Days Open Total Cost    # of Appl
-----------------------------------------------------------------------------------------------------------------------

      10 8910/001 HVAC Foreman                        99               R 40.00  1.0  O/Open Requisition      08/09/1991
         07/26/1991  07/27/1991  08/30/1991           31        5.00       2


Department Summary:
Total Requisitions:    1     Open:   1     Filled:   0     Outstanding:    0    Closed:    0
           FTEs:   1.0    Avg Days:  31.0    Total Cost:       5.00  Avg Cost:      5.00
```

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Figure 7.48 HR Requisition Listing Report (HARRQL) - Page 4

```
Date: 08/27/91                              GENERAL HOSPITAL                              Page  : 3
Time: 11:31                              HR Requisition Listing Rpt                       Report:HARRQLDP


Department Code:  0/0/00/00/8076-SECURITY


Req Number  Job Class/Position Requested                  Shift Code        F/P Hr/Wk FTEs Status/Disposition      Disp Date
            Date Recvd  Date Aprvd  Deadline Dt Date Filled  Days Open Total Cost    # of Appl
------------------------------------------------------------------------------------------------------------------------

       2 BLDENG Building Engineer                          01                F 40.00  1.0  O/Open Requisition       08/09/1991
         08/21/1991  08/21/1991  08/21/1991                     6        103.00       2


Department Summary:
Total Requisitions:     1     Open:   1     Filled:   0     Outstanding:    0     Closed:   0
          FTEs:   1.0     Avg Days:   6.0     Total Cost:      103.00  Avg Cost:      103.00
```

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Chapter 7 - APPLICANT MANAGEMENT REPORTS

Figure 7.49 HR Requisition Listing Report (HARRQL) - Page 5

```
Date: 08/27/91                              GENERAL HOSPITAL                          Page  : 4
Time: 11:31                              HR Requisition Listing Rpt                   Report:HARRQLDP

Req Number  Job Class/Position Requested                   Shift Code        F/P Hr/Wk FTEs Status/Disposition      Disp Date
            Date Recvd  Date Aprvd  Deadline Dt Date Filled  Days Open Total Cost    # of Appl
------------------------------------------------------------------------------------------------------------------

Entity Summary:
Total Requisitions:    4      Open:   4      Filled:   0      Outstanding:   0      Closed:   0
          FTEs:   4.0    Avg Days:  15.5    Total Cost:      183.00  Avg Cost:      45.75

                                              End of Report
```

REQUISITION POSTING LIST REPORT (HARPLR)

The Requisition Posting List Report lists all defined requisitions within an entity for the purpose of job posting. The Requisition List Report provides for more detail in regards the requisitions, but is not specifically intended for posting purposes.

This demand report is sorted by requisition number or name description (Job Class/Position) within department within entity.

The report displays the requisition number, job class/position (from the Job Description Master or Position Control Master), Shift Code, Full-Time/Part-Time Indicator Code, Hours Per Week, and the defined Pay Status(Exempt/Non-Exempt) for each selected requisition entry.

Selection criteria for this report are:

- Entity Code - one per report; no default

- Department - one or range or ALL; default is ALL

- Disposition/Status - one, range, ALL or O (Open); default is O

Sort options are Req Nbr (M) or Req Job Class/Pos Desc (N); default is M.

After you select the Disposition/Status, the system prompts you to choose the sort method (name or number). The default is Number.

The report page breaks are by entity.

Figure 7.50 Requisition Posting List Report (HARPLR)

```
Date: 01/07/91                 GENERAL HOSPITAL              Page  : 1
Time: 11:11              Requisition Posting List Report     Report: HARPLRDP

Req Nmbr    Job Class/Pos Requested   Shift Code        FT/PT Hrs/Wk  PS
--------------------------------------------------------------------------

Department Code:  0/0/00/00/6010-NURSING ADMINISTRATION

28          Nursing Supervisor        12 Hours Night 7-7  R    10.00

Department Code:  0/0/00/00/6140-CORONARY CARE

31          CLERK TYPIST              Weekday 3-11        F    40.00   N

Department Code:  0/0/00/00/8050-FOOD SERVICES

5           Asst Head Nurse                                   0.00
7           Nursing Supervisor        Executive                0.00

Department Code:  0/0/00/00/8060-PLANT ENGINEERING

6           Building Engineer                                 0.00
10          HVAC Foreman              Executive          R    40.00

Department Code:  0/0/00/00/8076-SECURITY

2           Building Engineer         Weekday 7-3        F    40.00   N
25          Supervisor (Plant Srvcs)  Weekday 11-7       R    40.00

Department Code:  0/0/00/00/8111-LAUNDRY

8           Nursing Supervisor                           R     0.00

Department Code:  0/0/00/00/9310-PRESIDENT'S OFFICE

29          Medical secretary         Adm.9-5                  0.00

                            End of Report
```

REQUISITION PROFILE REPORT (HARRQP)

The Requisition Profile provides a detail of the status, descriptions, requirements, skills list, and applicant list for each requisition. The Requisition List report gives a quick listing of all requisitions entered.

This report is selected from a menu option and is sorted by requisition number within department within entity.

Selection criteria for this report are:

- • Entity Code - one per report

- • Department - one or range or ALL; default is ALL

- • Disposition/Status - one or range or ALL; default is ALL

- • Beginning Requisition Disposition Date - default is 01/01/[calendar year]

- • Ending Requisition Disposition Date - default is 12/31/[calendar year]

- • Requisition Number - one, range or ALL; default is ALL

The following prompts allow you to determine whether to print the requisition's hourly rate, associated requisition costs and the applicants applying for this requisition:

> *Print hourly rate? (Y/N) [N]--*

> *Print requisition costs? (Y/N) [N]--*

> *Print applicant list (Y/N) [N]--*

If you enter **N** to these prompts, the associated data is not included on the report. These options provide flexibility in report distribution to departments and staff.

The applicant list displays on a separate secondary page (to allow for report distribution needs) from the main requisition information. These options, all of which default to no, allow you to produce a profile without specific cost information in the event that the Profile is to be used for Requisition Job Posting.

Main Requisition Information: Hourly Rate and Requisition Costs print via run-time option.

Figure 7.51 Requisition Profile Report (HARRQP) - Page 1

```
Date: 06/01/2009                       MODEL HOSPITAL OF GEORGIA                        Page  : 1
Time: 04:45pm                    Requisition Profile Report For 06/01/2009              Report: HARRQP01

Requisition  :        1    Department : 8.211-FISCAL SERVICES/ADMINIST   Job Class/Position:
Status/Disp  : O/Open Requisition        Date : 12/07/2006               Shift: 10 Administration 9-5
FT/PT/OC     : Full-Time     Hrs/Wk:40.00   FTES :   1.0                  Req Mgr: Dutton,Mark P
Position Type: FP Full Time Regular      Pay St:  Exempt                 Eff Date To :            Pos Fill Type: Replace

Job Desc     :
EEOC Code    : 1.2 1st/Mid Lvl Official/    EEO Job Category : 1 Officials/Administrator   AAP Job Grp : 1C MANAGER/SUPERVISOR
Pay Grade    : 10E Executive             Pay Step    : MID Mid Point                       Hourly Rate :     31.99
Reloc Exp?   : Yes       Travel %: 10.00    Nbr of Appl :   3
Date Recvd   : 12/05/2006    Date Apprvd: 12/06/2006  Deadline Dt: 01/30/2007   Date Posted: 12/07/2006  Date Filled:
===================================================================================================================

Comments:                                          Requisition Costs
Requisition Text:                                     Advertisement :    500.00
                                                      Interview    :  2,000.00
                                                      Travel/Lodge :  2,000.00
                                                      Empl Referral :  3,500.00
                                                      Agency Fees  :  7,000.00
                                                      Relocation   :  5,000.00
                                                      Other        :     0.00
                                                         Description:

                                                      TOTAL COSTS :   20,000.00



===================================================================================================================

Cert/License 1:                          Skill Code/Description      Proficiency Rate   Yrs  Supr Specialty
             2:
Education Lvl : BBA Bachelor of Business  ADMN General Office         Professional       5.0  YES
    Degree/Crt:
    Major/Fld :
Experience Lvl: M1U Managerial 1-3 Years
    Yrs Exp  : 5.0    Supervisory: YES
    Specialty:
Language 1    : EN English
       2      : SP Spanish
       3      :
Other Requirements:
```

Figure 7.52 Requisition Profile Report (HARRQP) - Page 2

```
Date: 06/01/2009                        MODEL HOSPITAL OF GEORGIA                           Page  : 2
Time: 04:45pm                     Requisition Profile Report For 06/01/2009                 Report: HARRQP01


Requisition  :        1   Department : 8.211-FISCAL SERVICES/ADMINIST   Job Class/Position:
Status/Disp  : O/Open Requisition         Date : 12/07/2006      Shift: 10 Administration 9-5
FT/PT/OC     : Full-Time      Hrs/Wk:40.00     FTES :   1.0       Req Mgr: Dutton,Mark P
Position Type: FP Full Time Regular       Pay St:  Exempt        Eff Date To :              Pos Fill Type: Replace

Job Desc     :
EEOC Code    : 1.2 1st/Mid Lvl Official/    EEO Job Category : 1 Officials/Administrator   AAP Job Grp : 1C MANAGER/SUPERVISOR
Pay Grade    : 10E Executive               Pay Step    : MID Mid Point               Hourly Rate :      31.99
Reloc Exp?   : Yes       Travel %:  10.00     Nbr of Appl :   3
Date Recvd   : 12/05/2006    Date Apprvd: 12/06/2006  Deadline Dt: 01/30/2007   Date Posted: 12/07/2006  Date Filled:
================================================================================================================

Appl Nbr    Applicant Name                  Sex  EEO  Vet  Hcp            Appl Referral Source     Recr
Appl Date   Disposition Status        Disp Date  Application Comments                              Offer Date
            Disposition Reason        Refer Dt   Referred To      Refer Dept   Resp Date  Resp Comments    Start Date
----------------------------------------------------------------------------------------------------------------


       1
12/07/2006



       2
12/07/2006



       5
12/07/2006
```

Figure 7.53 Requisition Profile Report (HARRQP) - Page 3

```
Date: 06/01/2009                          MODEL HOSPITAL OF GEORGIA                        Page  : 3
Time: 04:45pm                      Requisition Profile Report For 06/01/2009               Report: HARRQP01

Requisition   :        2    Department : 8.212-ACCOUNTING/GENERAL       Job Class/Position:
Status/Disp   : O/Open Requisition     Date : 12/08/2006                Shift: 10 Administration 9-5
FT/PT/OC      : Full-Time      Hrs/Wk:40.00    FTES :   1.0             Req Mgr: Beach,Alan C
Position Type: FP Full Time Regular    Pay St:  Exempt                 Eff Date To :              Pos Fill Type: Replace

Job Desc      :
EEOC Code    : 1.1 Exec/SR Lvl Official/    EEO Job Category : 1 Officials/Administrator   AAP Job Grp : 1A  ADMINISTRATIVE
Pay Grade    : 10E Executive            Pay Step    : MID Mid Point            Hourly Rate :     31.99
Reloc Exp?   : Yes        Travel %:  10.00    Nbr of Appl :   1
Date Recvd   :            Date Apprvd:            Deadline Dt:            Date Posted:          Date Filled:
===============================================================================================================

Comments:                                             Requisition Costs
Requisition Text:                                        Advertisement :       0.00
                                                         Interview     :       0.00
                                                         Travel/Lodge  :       0.00
                                                         Empl Referral :       0.00
                                                         Agency Fees   :       0.00
                                                         Relocation    :       0.00
                                                         Other         :       0.00
                                                            Description:

                                                         TOTAL COSTS :         0.00




===============================================================================================================

Cert/License 1:                        Skill Code/Description      Proficiency Rate    Yrs  Supr Specialty
             2:
Education Lvl : GS Graduate School
    Degree/Crt: MBA
    Major/Fld :
Experience Lvl: MOD Moderate Experience
    Yrs Exp   : 10.0  Supervisory: YES
    Specialty:
Language 1    :
         2    :
         3    :
Other Requirements:
```

Figure 7.54 Requisition Profile Report (HARRQP) - Page 4

```
Date: 06/01/2009                              MODEL HOSPITAL OF GEORGIA                                Page  : 4
Time: 04:45pm                           Requisition Profile Report For 06/01/2009                       Report: HARRQP01

Requisition  :          2    Department : 8.212-ACCOUNTING/GENERAL          Job Class/Position:
Status/Disp  : O/Open Requisition          Date : 12/08/2006                Shift: 10 Administration 9-5
FT/PT/OC     : Full-Time      Hrs/Wk:40.00    FTES :   1.0                   Req Mgr: Beach,Alan C
Position Type: FP Full Time Regular         Pay St:  Exempt                 Eff Date To :               Pos Fill Type: Replace

Job Desc     :
EEOC Code    : 1.1 Exec/SR Lvl Official/    EEO Job Category : 1 Officials/Administrator   AAP Job Grp : 1A  ADMINISTRATIVE
Pay Grade    : 10E Executive               Pay Step    : MID Mid Point          Hourly Rate :      31.99
Reloc Exp?   : Yes        Travel %:  10.00    Nbr of Appl :   1
Date Recvd   :            Date Apprvd:           Deadline Dt:            Date Posted:           Date Filled:
=================================================================================================================

Appl Nbr    Applicant Name                   Sex  EEO  Vet  Hcp                   Appl Referral Source     Recr
Appl Date   Disposition Status         Disp Date  Application Comments                                     Offer Date
            Disposition Reason         Refer Dt   Referred To       Refer Dept    Resp Date  Resp Comments  Start Date
-----------------------------------------------------------------------------------------------------------------

       3
12/08/2006


                                              End of Report
```

REQUISITION POSTING PROFILE REPORT (HARRPP)

The Requisition Posting Profile provides a detail snapshot of the descriptions, requirements, and skills list for each requisition for the Posting of the requisition. From this report, the system provides the ability to update the Requisition Posting Date on the Requisition Status Screen with the date that the report is run.

This report is selected from a menu option and is sorted by requisition number within department within entity.

Selection criteria for this report are:

- Entity Code - one per report

- Department - one or range or ALL; default is ALL

- Requisition Disposition/Status - one or range or ALL; default is ALL

- Beginning Disposition Date - default is 01/01/[calendar year]

- Ending Disposition Date - default is 12/31/[calendar year]

- Requisition Number - one or range or ALL; default is ALL

The report allows you to determine whether to update the requisition's Posting Date on the Requisition Status Screen. The response must allow for either upper-case or lower-case replies.

Update Requisition Posting Date? (Y/N) [N] --

If the response is Y, the system will prompt for the date desired. The default is the current system date.

Enter the Requisition Posting Date [today's date] --

The following prompt allows you to determine whether to include the requisition's hourly rate:

Print hourly rate (Y/N) [N]--

The default is N for No.

Figure 7.55 HR Requisition Posting Profile (HARRPP) - Page 1

```
Date: 05/18/92                   GENERAL HOSPITAL              Page  : 1
Time: 0957am              HR Requisition Posting Profile       Report: HARRPPDP

Req #: 1
Dept:    0000006010-NURSING ADMINISTRATI      Job Cls/Pos: ASTHNU Asst Head Nurse
Shift:   02 Weekday 3am - 11p    FT/PT : Full-Time
Hrs/Wk:  40.00                   FTES  :  1.00             Pay Status: Exempt
Pos Typ: P Permanent Full-Time   Eff Date To :             Pos Fill Type: Repl
Req Mgr    : Smith,Marg
Job Desc   : NURSPR Nursing Supervisor
Pay Grade  : 30P                 Pay Step: MID Mid Point    Hr Rate:  $99.00
Reloc Exp? : No                  Travel %: 5.00
================================================================================
Comments: Emergency Room
Requisition Text:
================================================================================
Cert/License 1: RX    Cert/Lic 2: PT
Education Lvl : JHS   Degree/Crt: RAD     Major : PHLS Philosophy
Experience Lvl: EXP   Yrs Exp   :  9.9    Sprvsr: YES Spec:
Language 1    : 04                 Lang 2: 03 French        Lang 3: 01 English

Other Requirements:

Skill Code/Description         Proficiency Rate    Yrs   Supr Specialty
```

Figure 7.56 HR Requisition Posting Profile (HARRPP) - Page 2

```
Date: 05/18/92                  GENERAL HOSPITAL                Page  : 2
Time: 0957am              HR Requisition Posting Profile       Report: HARRPPDP

Req #: 2
Dept:    0000008076-SECURITY                Job Cls/Pos: BLDENG Building Engine
Shift:   01 Weekday 7-3        FT/PT : Full-Time
Hrs/Wk:  40.00                 FTES  : 1.00             Pay Status: NonExmpt
Pos Typ: P Permanent Full-Time  Eff Date To :           Pos Fill Type: Repl
Req Mgr     : Smith,Davis
Job Desc    : 1400 Data Processing Manager
Pay Grade   : 60P              Pay Step: MIN Minimum     Hr Rate:  $4.00
Reloc Exp? : No               Travel %: 100.00
================================================================================
Comments: This is an example of the Requisition Main Comment
Requisition Text:
tHIS IS THE FIRST lINE OF THE EDIT TEXT


THIS IS THE tHIRD lINE


THIS IS A TEST LINE
THIS IS THE JOB DESCRIPTION TEXT


================================================================================
Cert/License 1: MA    Cert/Lic 2:
Education Lvl : BA    Degree/Crt: MA     Major : CIS Computer and Information
Experience Lvl: EXP  Yrs Exp  :  5.0    Sprvsr: YES Spec: ALCR,CLER,COMP,DIAG,ED
Language 1    : 01 English      Lang 2: JA Japanese     Lang 3:

Other Requirements:
Prefer Master Degree

Skill Code/Description        Proficiency Rate     Yrs   Supr Specialty
CCU CCU/CVR                   JOURNEYMAN           2.50 YES  ALCR,DIAG
DP Data Processing            EXPERIENCED          5.00 YES  COMP
MISC Miscellaneous                                0.00 NO   CPML
```

Figure 7.57 HR Requisition Posting Profile (HARRPP) - Page 3

```
Date: 05/18/92                  GENERAL HOSPITAL              Page  : 3
Time: 0957am              HR Requisition Posting Profile      Report: HARRPPDP

Req #: 10
Dept:   0000008060-PLANT ENGINEERING        Job Cls/Pos: 8900/001 HVAC Foreman
Shift:   99 Executive          FT/PT : Relief
Hrs/Wk:  40.00                 FTES  :  1.00             Pay Status: Exempt
Pos Typ: P Permanent Full-Time  Eff Date To :           Pos Fill Type: Repl
Req Mgr    : Jones,Benjamin;P
Job Desc   : 1400 Data Processing Manager
Pay Grade  : 80E               Pay Step: MIN Minimum     Hr Rate:  $10.00
Reloc Exp? : Yes               Travel %: 25.00
================================================================================
Comments: This is the first page comments
Requisition Text:
EWG5TWGFDGRH5TT2


================================================================================
Cert/License 1:      Cert/Lic 2:
Education Lvl : BA   Degree/Crt:        Major : CIS Computer and Information
Experience Lvl: EXP  Yrs Exp   :  5.0   Sprvsr: YES Spec: ACUT,ALCR,CARD,CLER,CP
Language 1    : 01 English     Lang 2:              Lang 3:

Other Requirements:
Prefer Master Degree

Skill Code/Description      Proficiency Rate     Yrs   Supr Specialty
DP Data Processing         EXPERIENCED          5.00 YES  ACUT
HOSP Hospice               NOT AVAILABLE        0.00 NO
MISC Miscellaneous                              0.00 NO   ALCR,CPML

                        End of Report
```

RECRUITER ANALYSIS REPORT (HARRAR)

The Recruiter Analysis Report provides a listing of all recruiters and a basic summarization of their performance, based on total applicants, the detail applications, and application disposition/status.

The report is selected from a menu option and is sorted alphabetically by recruiter name. The report also displays those applicants that are not defined for a recruiter when the Recruiter Selection indicates All.

The selection criteria are:

- Recruiter - one or range or ALL; default is ALL

- Applicant Entry Date - Beginning - one date; default is 01/01/[calendar year]

- Applicant Entry Date - Ending - one date; default is 12/31/[calendar year]

Figure 7.58 Recruiter Analysis Report (HARRAR)

```
Date: 08/27/91                                        Page  : 1
Time: 13:36               Recruiter Analysis Report   Report: HARRAR

Beginning Applicant Entry Date: 01/01/1900
Ending Applicant Entry Date   : 12/31/2010

   Recruiter                 Appl Det Appl  Hold Invite Reject Closed Employ
------------------------------------------------------------------------------

  (No Recruiter)               2      2      1     0      1      0      0

 JDK Kettman,Joan Denise       5      5      5     0      0      0      0

  MR Roadman,Matt              4      3      2     0      0      0      1
                             -----  ------ ----- ----- ----- ----- -----

   Total                      11     10      8     0      1      0      1

                          End of Report
```

REFERRAL SOURCE ANALYSIS REPORT (HARRSA)

The Referral Source Analysis Report lists all applicant referral source (hire source) and a basic summarization of their performance, based on total applicants, the detail applications, and application disposition/status.

The report is selected from a menu option and is sorted alphabetically by referral source description. The report also displays those applicants that are not defined for a referral source when the Referral Source Selection indicates All.

The selection criteria are:

- Referral Source - one or range or ALL; default is ALL

- Applicant Entry Date - Beginning - one date; default is 01/01/[calendar year]

- Applicant Entry Date - Ending - one date; default is 12/31/[calendar year]

Figure 7.59 Referral Source Analysis Report (HARRSA)

```
Date: 08/27/91                                              Page  : 1
Time: 13:57              Referral Source Analysis Report    Report: HARRSA

Beginning Selection Date: 01/01/1900
Ending Selection Date   : 12/31/2010

   Referral Source         Appl Det Appl  Hold Invite Reject Closed Employ
-------------------------------------------------------------------------------

   (No Referral)              3      2      2     0      0      0      0

   CO Columbia University     2      1      1     0      0      0      0

   DS DIRECT SOURCE           2      2      1     0      1      0      0

   ER Employee Referral       1      1      0     0      0      0      1

   NA Newspaper Advertisement 1      1      1     0      0      0      0

   SV St. Vincent's Hospital  1      2      2     0      0      0      0

   WI WALK IN                 1      1      1     0      0      0      0
                            -----  ------ ----- ----- ----- ----- -----

   Total                     11     10      8     0      1      0      1

                          End of Report
```

Chapter 8 - CODE TABLE REPORTS

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Illustrations

INTRODUCTION

The Code Table reports are demand reports and are generated from a menu. To generate a report, access Tables from the Human Resources Applicant Management menu. The system displays the following selection screen:

```
                       General Hospital Tables Processor
                                              Wed Jan 14, 1998 12:52 pm

Page:01                         Maintain Tables
( 1) AAP Job Codes                      (18) Language Code
( 2) Applicant Screen Flow              (19) Pay Step Code
( 3) Batch Job Code                     (20) Position Type Code
( 4) Certificate/License/Permit Code    (21) Professional Affiliations
( 5) Disposition Reason                 (22) Proficiency Rating
( 6) Drivers License Class              (23) Recruiters
( 7) Education Level                    (24) Religious Order Code
( 8) Employee Status Reason Code        (25) Salary Per Period
( 9) Employee Work Status               (26) School Table
(10) Employer Table                     (27) School Type
(11) Experience Level Codes             (28) Shift Differential Code
(12) Field of Study                     (29) Skill Code
(13) FT/PT Indicators                   (30) Skill Location Code
(14) Handicap Accommodation Codes       (31) Skill Specialty Codes
(15) Handicap Code                      (32) Union Membership Code
(16) Hire Source Code                   (33) Veteran Code
(17) Job Code


Enter choice--
```

Select the Code Table for the report you want. To display the print option, press ENTER. To print the table report, enter **Y** for Yes at the prompt which displays (as shown below). If you enter **N** for No, the system returns you to the above menu.

> *Do you want a printed list? (Y/N) [N]--*

The system prompts you to choose whether the report should be sorted by code sequence or alphabetic description associated with each code:

> *Enter code(c) sequence or alphabetic(A) [A]--*

You can also choose to select only those codes which are active in the system, by pressing ENTER (the default response) or entering **Y** for Yes to print those codes which are inactive or filed as deleted.

> *Include entries filed as deleted? (Y/N) [N]--*

AAP JOB GROUPS (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.1 AAP Job Codes (HURHV)

```
Date: 10/08/92              AAP Job Codes              Page :   1
Time: 11:39am                                          Report: HURHV

Code Description                       Code Description
---- ------------------------         ---- ------------------------
1A    ADMINISTRATIVE
ADM0 Administrative
3A    ANESTHETIST/PERFUSIONIST
3C    ART ORTECH CENTRAL ETC
1E    ASSISTANT HEAD NURSE
LYWR Attorney
5E    CLERICAL ENTRY
5D    CLERICAL I
5C    CLERICAL II
6A    CRAFT BIO-MED
1B    DEPARTMENT HEAD
6B    ENGINEER
HK00 House Keeping
9D    HOUSEKEEPER I/TRANSPORTER
9B    LEAD SERVICE
3D    LICENSED PRACTICAL NURSE
1C    MANAGER/SUPERVISOR
2F    MISC PROFESSIONAL
1D    NURSE MANAGER
NRS0 Nursing
2A    PHARMACIST/RESIDENT/ETC
9A    PHLEBOTOMIST AIDE
MD00 Physician
7A    PRINTER/DRIVER/COURIER
2C    PT/OT/DIETITIAN/RAD ONC
2E    REGISTERED NURSE
3B    RESPIRATORY/X-RAY C-V ETC
4A    SALES REPRSENTATIVE
5A    SECRETARY
5B    SENIOR CLERICAL
9C    SERVICE
2B    SOCIAL WORKER/THERAPIST
2D    TECHNOLOGIST

   Total Number of Codes:   33

                      End of Report
```

CERTIFICATE/LICENSE/PERMIT CODE TABLE (HURCLP)

This report can be sorted by code or description. The default response sorts the report by alphabetic description. The report includes the associated code types:

C   Certificate

L   License

P   Permit

D   Degree

I   In-Service

O   Orientation

T   Training Program

A total of the selected codes is printed on the report.

Figure 8.2 Certificate/License/Permit Code (HURCLP)

```
Date: 10/08/92          Certificate/License/Permit Code      Page  :   1
Time: 11:40am                                                 Report: HURCLP


Code Description                             Code Type
---- ------------------------                --------
ASSC Associate Degree                           D
BA   Bachelor of Arts                           D
BS   Bachelor of Science                        D
CPR  Cardio-Pulmonary Resp.                     C
CRTA Certificate Number A                       C
CRT8 Certificate Number Eight                   C
CRT5 Certificate Number Five                    C
CRT4 Certificate Number Four                    C
CRT9 Certificate Number Nine                    C
CRT1 Certificate Number One                     C
CRT7 Certificate Number Seven                   C
CRT6 Certificate Number Six                     C
CRT3 Certificate Number Three                   C
CRT2 Certificate Number Two                     C
CPA  Certified Public Acctant                   L
PHD  Doctor of Philosophy                       D
DRV  DRIVER'S LICENSE                           L
GED  High School Grad Equivlnt                  D
LAB  Laboratory Technician                      P
LPN  Licensed Pract. Nurse                      L
LVN  Licensed Voca. Nurse                       L
MBA  Master Business Admin                      D
MA   Master of Arts                             D
003  Newborn Care Update 307                    C
002  Nurse Seminar 205                          C
OT   Occupational Therapy                       C
RX   Pharmacists                                L
PT   Physical Therapy                           C
RAD  Radiology Technician                       P
RDD  Registered Dietician                       C
RN   Registered Nurse                           L
RSS  Registered Social Worker                   C
001  Safety 101                                 C
S202 SAFETY ADVANCE SEMINAR                     C
CERT Test Certificate                           C
LISN Test License                               L
PERM Test Permit                                P
PER  Test Permit Code                           P


   Total Number of Codes - 38


                              End of Report
```

DISPOSITION REASON CODE TABLE (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.3 Disposition Reason Code Table (HURHV)

```
Date: 11/06/92              Disposition Reason           Page  :   1
Time: 09:41am                                            Report: HURHV

Code Description                         Code Description
---- ------------------------           ---- ------------------------
ACC  Accept Position
CUR  Current Employee
HLD  Hold Application
NEW  New Application
OTH  Other
RED  Reject - Insuff Education
RIN  Reject - Insuff Interest
RSK  Reject - Insuff Skills
RJB  Reject - No Job Opening
ROT  Reject - Other Offer
RPR  Reject - Personal Reason
RRF  Reject - References
RSL  Reject - Salary Req High

   Total Number of Codes:   13

                          End of Report
```

DRIVERS LICENSE CLASS CODE TABLE (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.4 Drivers License Class (HURHV)

```
Date: 10/08/92              Drivers License Class           Page  :   1
Time: 11:40am                                               Report: HURHV

Code Description                       Code Description
---- ------------------------         ---- ------------------------
AU   AUTOMOBILE
BS   Bus/Trailer
CH   CHAUFFEUR
MO   MOTORCYCLE
MT   Motorcycle
TR   TRUCK
TK   Truck/Cargo

   Total Number of Codes:    7

                          End of Report
```

EDUCATION LEVEL CODE TABLE (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.5 Education Level (HURHV)

```
Date: 10/08/92              Education Level              Page  :  1
Time: 11:40am                                           Report: HURHV

Code Description                        Code Description
---- ------------------------          ---- ------------------------
AA    ASSOCIATES DEGREE
BA    Bachelor Degree
BBA   BACHELOR OF BUSINESS ADMI
BABS BACHELORS DEGREE
MD    DOCTOR OF MEDICINE
PHD   DOCTORATE
ELEM ELEMENTARY SCHOOL
GS    GRADUATE SCHOOL
HS    HIGH SCHOOL/GED
JHS   Junior High School
MA    MASTERS DEGREE
OTHR OTHER
VOCA VOCATIONAL

   Total Number of Codes:   13

                        End of Report
```

EMPLOYEE STATUS REASON CODE TABLE (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.6 Employee Status Reason Code (HURHV)

```
Date: 10/08/92              Employee Status Reason Code        Page :   1
Time: 11:41am                                                  Report: HURHV

Code Description                          Code Description
---- ------------------------            ---- ------------------------
W1   Accident on the Job
T1   Another Job
AC   Conditional Employment
T4   Dissatisfied (Wages)
T2   Family Responsibilities
LE   LOA - Education
LM   LOA - Maternity
LP   LOA - Personal
MP   Medical Problems
T3   Moved
NH   New Hire
TR   Normal Retirement
AO   Original Hire
AR   Rehire
T6   Return to School
T    TEST
T5   Working Conditions

   Total Number of Codes:   17

                           End of Report
```

EMPLOYEE WORK STATUS (HUREWS)

This report can be sorted by code or description. The default response sorts the report by alphabetic description. The F/P/O Indicator indicates:

F - Full-Time

P - Part-Time

O - Other

A total of the selected codes is printed on the report.

Figure 8.7 Employee Work Status Report (HURCEWS)

```
Date: 11/06/92              Employee Work Status          Page  :   1
Time: 09:45am                                             Report: HUREWS

  Code Description                F/P/O Indicator
  ---- ------------------------ ---------------

   F    Full Time                    F

   O    On-Call                      O

   P    Part Time                    P

   R    Relief                       O

   1    TEST ON WORK STATUS          O

   Total Number of Codes:     5

                               End of Report
```

EMPLOYER CODE TABLE (HARECR)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.8 Employer Code Table Report (HARECR)

```
Date: 11/06/92                                                              Page  : 1
Time: 01:34pm                    Employer Code Table Report For 11/06/92    Report: HARECR


                                 Address                        Contact Information
Code   Description               City / State / ZIP             Medical Insurance Carrier / Plan
-----------------------------------------------------------------------------------------------

HBO    HBO & Company             301 Perimeter Center Nrth      Doe,John  (404)555-1212
                                 ATLANTA   GA 30346-0346

JCH    JENKINS COMMUNITY HOSPITL 1039 VANCE AVE                 JENKINS,DAWN  (404)607-1542
                                 ATLANTA   GA ASD FGH           BX/BS OF GEORGIA         92349857245

OLR    OLR                       ADDISON                        Easley,Ray
                                 CHICAGO   IL 00831

PMC    Providence Medical Center 4805 Northeast Glisan St.
                                 PORTLAND  OR 97213-2967

RMC    RMC                       talcott                        Hall,Fred
                                 CHICAGO   IL 08032

MWR    Rohde's test employer     303 Perimeter Center N.        Rohde,Matthew;W  (404)395-4238
                                 ATLANTA   GA 30346             HBO & Co.

   Total Number of Codes - 6

                                 End of Report
```

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EXPERIENCE LEVEL CODE TABLE (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.9 Experience Level Codes (HURHV)

```
Date: 10/08/92              Experience Level Codes           Page :   1
Time: 10:13am                                                Report: HURHV

Code Description                          Code Description
---- ------------------------            ---- ------------------------
2YR  2 YEARS
3UP  3 TO 5 YEARS
1YR  6 MOS TO 1YR EXPERIENCE
BEG  Beginner
EXP  Expert
TRN  In Training
M1U  MANAGERIAL 1-3
MOD  Moderate Experience
NE   NO EXPERIENCE
NON  No experience
S1U  SUPERVISORY 1-3

   Total Number of Codes:   11

                         End of Report
```

FIELD OF STUDY CODE TABLE (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.10 Field of Study (HURHV)

```
Date: 10/08/92                Field of Study              Page  :   1
Time: 10:14am                                             Report: HURHV

Code Description                     Code Description
---- ------------------------        ---- ------------------------
ACCT Accounting
CHEM Chemistry
CIS  Computer and Information
MD   Doctor of Medicine
ENG  Engineering
ENGL English
FIN  Finance
HMNR Human Resources
LAB  Laboratory Science
LS   Library Science
MKT  Marketing
MR   Medical Records
NUR  Nursing
RX   Pharmacy
PHLS Philosophy
PHSD Physical Education
RAD  Radiology
RM   Risk Management
SW   Social Work

   Total Number of Codes:   19

                          End of Report
```

HANDICAP ACCOMMODATION CODE TABLE (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.11 Handicap Accommodation Codes (HURHV)

```
Date: 10/08/92            Handicap Accommodation Codes         Page :   1
Time: 10:15am                                                  Report: HURHV

Code Description                        Code Description
---- -----------------------------     ---- -----------------------------
AID  Hearing Aid
RMP  Ramp Access
EYE  Specialized Eyeglasses
CHR  Wheelchair

   Total Number of Codes:    4

                              End of Report
```

HANDICAP CODE TABLE (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.12 Handicap Code (HURHV)

```
Date: 10/08/92              Handicap Code              Page  :   1
Time: 10:15am                                          Report: HURHV

Code Description                        Code Description
---- ------------------------          ---- ------------------------
NO    NONE
04   Amputee
01   Blind
CD   Chemical Dependency
HE   Hearing
02   Hearing Loss
MD   Medical
ME   Mental
05   None
03   Paraplegic
PH   Physical
06   Speech Loss
VI   Vision

   Total Number of Codes:   13

                         End of Report
```

HIRE SOURCE CODE TABLE (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.13 Hire Source Code (HURHV)

```
Date: 10/08/92              Hire Source Code            Page  :   1
Time: 10:15am                                           Report: HURHV

Code Description                        Code Description
---- -----------------------            ---- -----------------------
CO   Columbia University
DS   Direct Source
EP   EMPLOYEE PROVIDENCE
ER   Employee Referral
EA   Employment Agency
FR   Friend/Relative
JL   JOB LINE RECORDING
JP   Job Posting
NA   Newspaper Advertisement
OR   OREGONIAN
OT   Other
ON   Other Newspapers
PE   Previous Employee
PG   Professional Journal
RA   Radio Advertisement
SV   St. Vincent's Hospital
TA   Television Advertisement
TE   TEST
WI   Walk In

   Total Number of Codes:   19

                         End of Report
```

JOB CODE TABLE (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.14 Job Code (HURHV)

```
Date: 10/08/92                 Job Code                    Page :  1
Time: 10:16am                                              Report: HURHV

Code Description                        Code Description
_--- -----------------------           ---- ------------------------
ACC  Accountant
ADM  Administrator
CLR  Clerical
DTP  Data Processing
ENV  Environ. Services Worker
EXE  Executive
FIN  Finance
FSW  Food Service Worker
LAB  Laboratory Worker
LPN  Licensed Pract. Nurse
PAR  Paramedic
RX   Pharmacist
MD   Physician
RN   Registered Nurse
RED  Resident
STU  Student
TEC  Technician
1111 TEST ON JOB CODE DESC ENT

   Total Number of Codes:   18

                         End of Report
```

LANGUAGE CODE TABLE (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.15 Language Code (HURHV)

```
Date: 10/08/92              Language Code              Page :   1
Time: 10:16am                                          Report: HURHV

Code Description                      Code Description
---- ------------------------        ---- ------------------------
PO    POLISH
RU    RUSSIAN
SL    SIGN LANGUAGE
AP    SPANISH
AM   AMHARIC
AR   ARABIC
CM   CAMBODIAN
CN   CANTONESE
CZ   Czech
DA   DARI
01   English
FA   FARSI
03   French
GE   German
GR   GREEK
HM   HMONG
HU   Hungarian
JA   Japanese
KO   Korean
LA   Lao
MA   Mandarin
MI   MIEN
OT   Other
PA   PASHTOO
05   Polish
RO   Romanian
09   Russian
10   Sign Language
02   Spanish
TI   TIGRINIAN
VI   VIETNAMESE

   Total Number of Codes:   31

                          End of Report
```

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PAY STEP CODE TABLE (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.16 Pay Step Code (HURHV)

```
Date: 10/08/92              Pay Step Code              Page :   1
Time: 01:49pm                                          Report: HURHV

Code Description                      Code Description
---- ------------------------        ---- ------------------------
EXP  Expert in the Field
HIR  Hire Step
MKT  Market Value
MAX  Maximum
MID  Mid Point
MIN  Minimum
001  Step 1
010  Step 10
002  Step 2
003  Step 3
004  Step 4
005  Step 5
006  Step 6
007  Step 7
008  Step 8
009  Step 9
TRN  Training

   Total Number of Codes:   17

                        End of Report
```

POSITION TYPE CODE TABLE (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.17 Position Type Code (HURHV)

```
Date: 10/08/92              Position Type Code            Page  :   1
Time: 01:49pm                                             Report: HURHV

Code Description                       Code Description
---- ------------------------         ---- ------------------------
IN    INTERNSHIP
AG   Agency
CO   Contract
FT   Full Time Permanent
TF   Full Time Temporary
G    Grants
I    Internship
OC   On-Call
PT   Part Time Permanent
TP   Part Time Temporary
P    Permanent Full-Time
H    Permanent Part-Time
RE   Resident
S    Seasonal
T    Temporary Full-TIme
U    Temporary Part-Time
TE   TEST
UN   Union Designated

   Total Number of Codes:   18

                        End of Report
```

PROFESSIONAL AFFILIATIONS CODE TABLE   (HARPAC)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.18 Professional Affiliations Code Report (HARPAC)

```
Date: 10/08/92                                                              Page  : 1
Time: 02:16pm                  Professional Affiliations Code Table Report  Report: HARPAC

                               Address
Code  Description              Comments                 Contact Name            Phone         Ext.
-----------------------------------------------------------------------------------------------

AMA   American Medical Association   123 Main Street      Bob Carey III, M.D., P.C.   (404)555-1212  3456
                               P.O. Box 1990
                               WASHINGTON  DC  A12 345

                               Participating in joint research project

MWR   County Medical Society   303 Perimeter Center N.   Matthew Roddy           (404)395-4238  4238
                               ATLANTA  GA  30346


     Total Number of Codes - 2

                                         End of Report
```

PROFICIENCY RATING CODE TABLE (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.19 Proficiency Rating (HURHV)

```
Date: 10/08/92              Proficiency Rating          Page :   1
Time: 01:49pm                                           Report: HURHV

Code Description                        Code Description
---- ------------------------          ---- ------------------------
APP  APPRENTICE
AVG  Average Proficiency
EXP  EXPERIENCED
JOUR JOURNEYMAN
NG   NEW GRADUATE
NA   NOT AVAILABLE
NOV  Novice
PRO  PROFESSIONAL
STU  STUDENT
UN   Unknown

   Total Number of Codes:   10

                         End of Report
```

RECRUITERS CODE TABLE (HARRCR)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.20 Recruiters Code Table (HARRCR)

```
Date: 11/11/92                                                      Page  : 1
Time: 01:45pm                    Recruiters Code Table For 11/11/92    Report: HARRCR

Code    Recruiter Name                  Init  Ent  Empl Nbr   Title                    Phone           Ext.
------------------------------------------------------------------------------------------------------------
MDA     Ashe,M.David                    FGA
DV      Candy,Jackie                    JC    DP   5559       RN - Weekends
JDK     Kettman,Joan Denise             JDK        11135      Director, Human Resources (404)555-1212  7983
SKM     McKinsey,Susan Kay              SKM   DP              Apprentice                (404)399-2635
MR      Roadman,Matt                    MR         0123456    Manager, HR               555-2453        4238

   Total Number of Codes - 5

                                    End of Report
```

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RELIGIOUS ORDER CODE TABLE (HURROC)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.21 Religious Order Code (HURROC)

```
Date: 10/08/92              Religious Order Code            Page  :   1
Time: 01:50pm                                               Report: HURROC

  Code Description                     Address
  ---- ----------------------    ------------------------

   02 MERCY HOUSE                 8029 PEACHTREE ROAD, N. E
                                  ATLANTA          GA  a22 222

   04 Seventh Day Adventist       567 DOWNING PLACE
                                  BOX 54738
                                  NEWPORT          GA  30328

   01 SISTERS OF CHARITY          111 N. SHORE DRIVE
                                  SUITE 1000
                                  FORT WORTH       TX  76112

   TE TEST                        111 TEST LANE
                                  ATLANTA          GA  30303-0303

   T2 TEST2                       12 MORGAN RD
                                  ATLANTA              30303

   03 THE BENEDICTINES            7892 WESTWOOD WAY
                                  SAN FRANCISCO    CA  20020-0003

   Total Number of Codes:     6

                                  End of Report
```

SALARY PER PERIOD CODE TABLE (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.22 Salary Per Period (HURHV)

```
Date: 10/08/92                Salary Per Period              Page :   1
Time: 01:50pm                                                Report: HURHV

Code Description                      Code Description
---- ------------------------        ---- ------------------------
AN   Annual
DA   Day
HR   HOUR
MO   MONTH
PP   Pay Period
SA   Semi-Annual
SM   Semi-Monthly
WK   Week
YR   YEAR

   Total Number of Codes:    9

                         End of Report
```

SCHOOL CODE TABLE (HARSCT)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.23 School Code Table (HARSCT)

```
Date: 10/08/92                                             Page  : 1
Time: 02:16pm             School Code Table Report for 10/08/92   Report: HARSCT

Code  Description                    Address
-------------------------------------------------------------------------------

HS     High School (Generic)
                                     ATLANTA  GA  ASD FGH

NGC    NORTH GEORGIA COLLEGE         P O BOX 234
                                     DAHLONEGA  GA  30242

TT     TEXAS TECH UNIVERSITY         19TH STREET
                                     LUBBOCK  TX  76104

OSU    The Ohio State University     500 North High Street
                                     COLUMBUS   OH  43210

UGA    University of Georgia
                                     ATHENS  GA  30083

   Total Number of Codes - 5

                               End of Report
```

SCHOOL TYPE CODE TABLE (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.24 School Type Code Table (HURHV)

```
Date: 10/08/92                    School Type                      Page :   1
Time: 01:51pm                                                      Report: HURHV

Code Description                           Code Description
---- ------------------------             ---- ------------------------
2YRC 2 YEAR COLLEGE
4YRC 4 YEAR COLLEGE/UNIVERSITY
ELEM ELEMENTARY
4YR  Four Year Degree
GRAD GRADUATE SCHOOL
HS   HIGH SCHOOL/GED
OTHR OTHER
VOCA VACOATIONAL

   Total Number of Codes:    8

                            End of Report
```

SHIFT DIFFERENTIAL CODE TABLE (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.25 Shift Differential Code (HURHV)

```
Date: 10/08/92              Shift Differential Code          Page :   1
Time: 01:52pm                                                Report: HURHV

Code Description                         Code Description
---- ------------------------           ---- ------------------------
07   12 Hours Day 7-7
08   12 Hours Night 7-7
10   Adm.9-5
00   Default Shift Code
09   Emergency
99   Executive
03   Weekday 11-7
02   Weekday 3am - 11pm
01   Weekday 7-3
06   Weekend 11-7
05   Weekend 3-11
04   Weekend 7-3

   Total Number of Codes:   12

                          End of Report
```

SKILL CODE TABLE (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.26 Skill Code (HURHV)

```
Date: 10/08/92                Skill Code                  Page  :   1
Time: 01:52pm                                             Report: HURHV

Code Description                        Code Description
---- ----------------------             ---- ------------------------
CARD Cardiology
CCU  CCU/CVR
DP   Data Processing
DS   Day Surgery
DIAL Dialysis
ER   Emergency
GYN  Gynecology
HH   Home Health
HOSP Hospice
HYP  Hyperbaric
ICU  ICU
IVT  IV Therapy
MED  Medical - General
MH   Mental Health
MHAD Mental health-Adolesent
MHA  Mental Health-Adult
MISC Miscellaneous
NEUR Neurology
NURS Nursing
OB   Obstestrics
OBL  Obstestrics-Labor/Del
OBNB Obstestrics-Newborn
OBNL Obstestrics-Nursery
OBPP Obstestrics-Post Partum
OFFC Office/Clinic
ONC  Oncology
TEN  Ten Key Operator

   Total Number of Codes:   27

                         End of Report
```

SKILL LOCATION CODE TABLE (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.27 Skill Location Code (HURHV)

```
Date: 10/08/92              Skill Location Code          Page  :   1
Time: 01:52pm                                            Report: HURHV

Code Description                       Code Description
---- -----------------------          ---- -----------------------
CO    CORRESPONDENCE
FE    FORMAL EDUCATION
IN    Internal Training (Auth)
MS    MILITARY SERVICE
OJ    ON-THE-JOB-TRAINING
SL    Self Trained (Personal)
VS    VOCATIONAL SCHOOL

   Total Number of Codes:    7

                            End of Report
```

SKILL SPECIALTY CODE TABLE (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.28 Skill Speciality Codes (HURHV)

```
Date: 10/08/92            Skill Specialty Codes          Page :   1
Time: 01:52pm                                             Report: HURHV

Code Description                         Code Description
---- -----------------------            ---- -----------------------
ACUT Acute Care
ALCR Alcohol/Drug Rehab
CARD Cardiology Specialist
CLER Clerical
CPML Computer Languages
COMP Computer Operations
DIAG Diagnostic Imaging
EDUC Education
EMER Emergency
ENGN Engineering

   Total Number of Codes:   10

                         End of Report
```

UNION MEMBERSHIP CODE TABLE (HURUMC)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.29 Union Membership Code (HURUMC)

```
Date: 10/08/92              Union Membership Code            Page  :   3
Time: 01:53pm                                                Report: HURUMC

Code Description                              Local Code
---- ------------------------                 ----------
02   Dietary Workers                             7562
04   Domestic Engineers                          8008
EN   Engineers                                   9999
01   Hospital Workers                            1199
10   NURSES                                      1010
05   Nurses Union                                3573
LP   OLPNA                                       9999
ON   ONA                                         9999
03   Steam Fitters                                891

     Total Number of Codes - 9

                              End of Report
```

VETERAN CODE TABLE (HURHV)

This report can be sorted by code or description. The default response sorts the report by alphabetic description.

A total of the selected codes is printed on the report.

Figure 8.30 Veteran Code (HURHV)

```
Date: 10/08/92             Veteran Code              Page  :   1
Time: 01:53pm                                        Report: HURHV

Code Description                        Code Description
---- -----------------------           ---- -----------------------
KO   Korean
03   Korean War
OT   Other
05   Panama Invasion
10   Persian Gulf Crisis
VI   Vietnam
04   Vietnam War
W2   WORLD WAR 2
01   World War I
02   World War II

   Total Number of Codes:   10

                         End of Report
```

Chapter 9 - RETENTION/PURGE PROCESS

Illustrations

STAR Financials General Accounting Reference Guide - Human Resources Applicant Management Volume
October 2011   *Release 17.0*   *9–1*
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INTRODUCTION

The Retention/Purge Process of Human Resources Applicant Management is used to administer and manage data by purging old information.

The Detail Application Purge Pre-List and Detail Application Purge functions enable you to mark data for deletion by using the Delete Indicator. A Delete Indicator field is found on all Requisition, Applicant and Detail Application screens.

If this indicator is set to Yes, the data is marked for deletion from the Human Resources Applicant Management system by the purge functions.

The Retention/Purge Process option is located on the main menu:

```
              General Hospital Initial Menu Processor
                                             Thu Oct 01, 1992 11:32 am
 Initial Menu Input Options

            Option No.  Option
            ---------------------------------------
                 1      Tables
                 2      Applicant Management Parameters
                 3      Job Description Master
                 4      Requisition Management
                 5      Applicant Tracking
                 6      Applicant Management Reports
                 7      Personal User Options
                 8      Retention/Purge Process




 Enter option number--
```

When you choose this option, the system displays the menu of functions and reports:

```
                  General Hospital Retention/Purge Process Processor
                                                 Thu Oct 01, 1992 11:33 am
         Retention/Purge Process Input Options


                   Option No.  Option
                   ---------------------------------------
         Functions      1      Detail Application Purge Pre-List
                        2      Detail Application Purge Function
                        3      Requisition Purge Pre-List
                        4      Requisition Purge Function
                        5      Applicant Purge Pre-List
                        6      Applicant Purge Function

         Reports        7      Applicant List Report
                        8      Requisition List Report





         Enter option number--
```

Pre-List Functions

The Pre-List functions (Detail Application Purge Pre-List, Requisition Purge Pre-List and Applicant Purge Pre-List) are used to identify items that are to be marked for deletion and automatically set the Delete Indicator. After completing a Pre-List function, you then execute the Applicant List Report or Requisition List Report to audit items marked with the Delete Indicator. Based on the report, you can change the indicators on individual records from Yes to No, or choose the Clear/List option to reverse *all* records to prevent the Purge function from the deleting.

NOTE: Before you run the Purge function, you must be sure that you want to delete items that have been Marked for Deletion.   Once an item has been deleted from the system, it cannot be recovered.

McKesson recommends that you execute the audit reports, Applicant List Report and Detail Applicant PurgePre-List Report, before the Purge Process.

What Can be Marked for Deletion

You can delete detail applications at any time, with their associated requisitions and applicants. However, the system will not allow you to mark a requisition or applicant for deletion (Delete Indicator = Yes), using the Pre-List functions or manually, if the requisition or applicant have any associated detail applications.   Therefore, it's recommended that you maintain (pre-list and purge) the Detail Applications first, prior to any maintenance on the Requisitions or Applicants.

The following table indicates what can be Marked for Deletion.

Source Data	Associated Record	Mark For Delete?
Detail Application	N/A*	Yes
Requisition	Detail Applications**	No
	No Detail Applications***	Yes
Applicant	Detail Applications	No
	No Detail Applications***	Yes

*N/A - The Detail Application can always be marked. For complete maintenance, it is recommended that you execute the Pre-List and Purge functions for the Detail Applications before you attempt any processing for the Requisitions and/or Applicants. The purge of detail applications removes the links to these other data types.

**Detail Applications - The Source Data has associated Detail Applications listed. It does not matter if the Detail Applications have been marked for deletion; only the existence of the records matters.

***No Detail Applications - There are no applications associated with the Source Data.   Any previous detail applications have already been deleted, or there were none.

DETAIL APPLICATION PRE-LIST

This process enables you to identify those detail applications that are to be Marked for Deletion. Using run-time selection criteria, the system produces the Detail Application Purge Pre-List Report. You can then run the reportin List Only mode, Update and List mode, or Clear Delete Indicator and List mode.

The Detail Application Purge Pre-List Report lists all detail applications that meet the Pre-List selection criteria (List Only, Update and List, or Clear). For more information, see the Detail Application Purge Pre-List Report (HARDAP) subsection.

When you select the Detail Application Pre-List function, the system displays the selection criteria screen:

```
            General Hospital Detail Application Purge Pre-List Processor
                                         Thu Oct 01, 1992 11:33 am

   1 Entity Code                     2 Requisition-From      3 Requisition-To
     FW COUNTY GENERAL                 ALL                     ALL
   4 Department
     ALL
   5 Appl Disposition/Status         6 Internal/External Ind
     C,R,E                             Both
   7 Disp Date - From       8 Disp Date - To            9 Report Sort Order
     08/13/1989               09/30/1992                  Name
  10 Prelist Action        11 Edit By                 12 Edit Date/Time
     Clear Del Ind & List    Holland,Helen               10/01/92 11:33am




  Accept this screen? (Y/N) [Y]--
```

After you enter all the pre-list criteria and accept the screen, the system will prompt you to confirm that you want to initiate the pre-list:

Are you sure you want to run this report (Yes/N)--

If you enter **YES** (you must spell out the full response), then the pre-list function is started.

Field Explanations

1. ENTITY CODE (2-AN-R)
This field contains the entity code that is to be processed. Each detail application is associated with a requisition for a specific entity code. Only those detail applications associated with this single entity code will be examined. All entries are validated against the Human Resource Management Entity Parameters. A hyphen (-) can be entered to display a help list of valid codes.

NOTE: If you have multiple entities to maintain, execute the functions (Pre-List/ Purge) multiple times, at least once per entity desired.

2. REQUISITION - FROM (11-N-R)
This field provides the ability to select only detail applications associated with select requisitions. The requisitions can be selected via a single entry, a range (using Requisition-To, indicating the ending value) or ALL requisitions. If you select ALL, then the system will clear any entry in the Requisition-To field and skip that field. A hyphen (-) can be entered to display a help list to choose from. Default is ALL.

3. REQUISITION - TO (11-N-O)
This field contains the requisition number forming the end of the range selected initially in the Requisition - From field. Access to this field is denied if the From field contained ALL requisitions. A hyphen (-) can be entered to display a help list.

4. DEPARTMENT (MULTIPLE-10-N-R)
This field is used to select only detail applications associated with particular departments. The departments can be selected using a single entry, or multiple entries via the Department Master hyphen (-) lookup (with selected entries highlighted), or you can choose ALL departments.

5. APPLICATION DISPOSITION/STATUS (MULTIPLE-1-A-R)
This field contains the Application Disposition/Status code(s) which act as basis for the purge pre-list. Examples are:

      C   Closed Application

      E   Hired/Employee

      R   Rejected Application

      H   Hold Applicant

      I   Invite Applicant

      O   Open Application

You can choose multiple selections by entering a hyphen (-) to display a help list (with selected entries highlighted). Because of the nature of the purge function, it is NOT recommended that all codes be selected for the criteria.

6. INTERNAL/EXTERNAL INDICATOR (1-A-R)
This field contains the Pre-List selection criteria for the detail application's Internal/ External Indicator. This indicates whether to select for pre-list all applications or only those from internal candidates or those from external applications. Valid values are:

  B -Select both Internal and/or External

  I -Select only Internal

E -Select only External

The field defaults to B for Both.

7. DISPOSITION DATE - FROM (6-N-R)
This field is used to select only those detail applications within a selected disposition date.   The disposition dates can be indicated via a single entry in this field or a date range (using the Disposition Date - To field to reflect the ending date value).

8. DISPOSITION DATE - TO (6-N-O)
This field contains the ending date in the Disposition Date range.

9. REPORT SORT ORDER (1-A-O)
This field indicates whether the report will be sorted by applicant name or applicant number. Valid values are:

N - Sort report in numerical order by applicant number.

M - Sort report in alpha order by applicant name.

Default is M for applicant name.

10. PRE-LIST ACTION (1-A-R)
This field indicates whether this execution of the Pre-List is List Only or Update and List. The system will issue a prompt to accept the screen and begin the Action processing. Valid values are:

L   List Only. The system will report all those detail applications that meet the listed criteria. No Update (set the Delete Indicator to Yes) will be performed.

U   Update and List. The system will report all those detail applications that meet the criteria and perform the Update of the Delete Indicator.

C   Clear Delete Indicator and List. The system will report those detail applications that meet the selected criteria and change the Delete Indicator to No if it is currently set to Yes.

There is no default value.

11. EDIT BY (DISPLAY ONLY)
This field displays the individual responsible for execution of the Pre-List function. This name will be printed on the Pre-List Report.

12. EDIT DATE/TIME (DISPLAY ONLY)
This field displays the date and time that the Pre-List criteria was established. This date and time is printed on the Pre-List Report.

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Detail Application Purge Function

NOTE: Before you run the purge function, you must be sure of all items that you have marked for deletion. *Once you have run the Purge function, the data is purged from the system and cannot be recovered.*

It is recommended that you execute the Applicant List Report, with the Delete Indicator options set, prior to the Purge function for an audit list.

This function performs the actual deletion of the detail application information. When you select the function from the menu, the system prompts you for the desired entity code. Entries are validated against the Human Resource Management Entity Parameters. A hyphen (-) can be entered for a help list. Following selection of the entity, the system next prompts you:

Do you wish to execute the Detail Application Purge (Y/N) --

If you enter **N** for No, the system returns you to the Retention/Purge Menu. If you enter **Y** for Yes, the system displays a prompt to confirm your action:

Are you sure that you wish to run the Purge (YES/N) --

In order to accept the function, you must enter **YES** (rather than the Y abbreviation).

If the Purge execution is accepted, the system reads through all the Detail Applications for the selected entity code. If the Delete Indicator is set to N, then the system skips that record. If the Indicator is Y, then all the data associated with that detail application (including links to requisition, applicant, edit text, notes, comments, status history, etc.) are deleted from the system.

Once the Purge is executed, the data is completely removed from the system.

REQUISITION PRE-LIST AND PURGE

This process enables you to identify those detail applications that are to be Marked for Deletion. Using run-time selection criteria, the system produces the Detail Application Purge Pre-List Report. You can then run the report in List Only mode, Update and List mode, or Clear Delete Indicator and List mode.

When you select the Requisition Pre-List function, the system displays the selection criteria screen:

```
                General Hospital Requisition Purge Pre-List Processor
                                             Thu Oct 01, 1992 11:37 am

 1 Entity Code                    2 Requisition-From    3 Requisition-To
   FW COUNTY GENERAL                 ALL                   ALL
 4 Department
   ALL
 5 Req Disposition/Status          6 Disp Date - From    7 Disp Date - To
   F,C                               01/23/1992             01/23/1993
 8 Prelist Action      9 Edit By                   10 Edit Date/Time
   List only              Holland-Brucker,Helen       10/01/92 11:37am




 Accept this screen? (Y/N) [Y]--
```

After you enter all the pre-list criteria and accept the screen, the system will prompt you to confirm that you want to initiate the pre-list:

Are you sure you want to run this report (Yes/N)--

If you enter **YES** (you must spell out the full response), then the pre-list function is started.

A requisition with associated detail applications will not be allowed to be Marked for Deletion, and will therefore not be included on the Pre-List Report. You must maintain the detail applications first, before attempting to execute the Requisition Pre-List/Purge Functions.

Field Explanations

1. ENTITY CODE (2-AN-R)
This field contains the entity code that is to be processed. Only those requisitions associated with this single entity code will be examined. All entries are validated against the Human Resource Management Entity Parameters. A hyphen (-) can be entered to display a help list of valid codes.

NOTE: If you have multiple entities to maintain, then you would execute the functions (Pre-List/Purge) multiple times, at least once per entity desired.

2. REQUISITION - FROM (11-N-R)
This field provides the ability to select only a set group or range of requisitions. The requisitions can be selected via a single entry, a range (using Requisition-To indicating the ending value) or ALL requisitions. If you select ALL, then the system will clear any entry in the Requisition-To field and skip that field. A hyphen (-) can be entered to display a help list to choose from.

NOTE: Remember that a Requisition with associated detail applications will NOT be included on the Pre-List report.

3. REQUISITION - TO (11-N-O)
This field contains the requisition number forming the end of the range selected initially via the Requisition - From field. Access to this field is denied if the From field indicates ALL requisitions. A hyphen (-) can be entered to display a help list to select the requisition from.

4. DEPARTMENT (MULTIPLE-10-N-R)
This field provides the ability to select only those requisitions associated with particular departments. The departments can be selected via a single entry, multiple entries via the Department Master hyphen (-) lookup (with selected entries highlighted), or ALL departments.

5. REQUISITION DISPOSITION/STATUS (MULTIPLE-1-A-R)
This field contains the Requisition Disposition/Status code(s) which act as basis for the purge pre-list. Examples are:

    C   Closed Requisition

    F   Filled Requisition

    H   Hold Requisition

    S   Offer Outstanding

    O   Open Requisition

    O   Open Application

Multiple selections can be indicated via a hyphen (-) to display a help list (with selected entries highlighted).

Because of the nature of the purge function, it is NOT recommended that all codes be selected for the criteria.

6. DISPOSITION DATE - FROM (6-N-R)
This field provides the ability to select only those requisitions within a selected disposition date range. The disposition dates can be indicated via a single entry in this field or a date range (using the Disposition Date - To field to reflect the ending date value).

7. DISPOSITION DATE - TO (6-N-O)
This field contains the ending date in the Disposition Date range.

8. PRE-LIST ACTION (1-A-R)
This field indicates whether this execution of the Pre-List is List Only or Update and List or Clear Delete Indicator and List. The system will issue a prompt to confirm that you want to begin the Action processing. Valid values are:

L   List Only. The system will report all those requisitions that meet the listed criteria. No Update (set the Delete Indicator to Yes) will be performed.

U   Update and List. The system will report all those requisitions that meet the criteria and perform the Update of the Delete Indicator to Yes.

C   Clear Delete Indicator and List. The system will report all those requisitions that meet the criteria and set their Delete Indicator to No.

There is no default value.

9. EDIT BY (DISPLAY ONLY)
This field displays the individual responsible for execution of the Pre-List function. This name will be printed on the Pre-List Report.

10. EDIT DATE/TIME (DISPLAY ONLY)
This field displays the date and time that the Pre-List criteria was established. This date and time is printed on the Pre-List Report.

Requisition Purge Function

NOTE: Before you run the Purge function, you must be sure of all items that you have marked for deletion. *Once you have run the Purge Function, the data is purged from the system and cannot be recovered.*

It is recommended that you execute the Requisition List Report, with the delete indicator options set, prior to the Purge function for an audit list.

This function performs the actual deletion of the requisition information. When you select the function from the menu, the system prompts you for the desired entity code. Entries are validated against the Human Resource Management Entity Parameters. A hyphen (-) can be entered for a help list. Following selection of the entity, the system next prompts you:

Do you wish to execute the Requisition Purge (Y/N) --

If you enter **N**, the system returns you to the Retention/Purge Menu. If you enter **Y**, then the system issues a prompt to confirm your action:

Are you sure that you wish to run the Purge (YES/N) --

In order to accept the function, you must enter the **YES** (rather than the Y abbreviation).

If the Purge execution is accepted, the system reads through all the Requisitions for the selected entity code. If the Delete Indicator is set to N, then the system skips that record. If the Delete Indicator is Y, then all the data associated with that requisition (including edit text, comments, status, etc.) are deleted from the system.

Once the Purge is executed, the data is completely removed from the system.

APPLICANT PRE-LIST FUNCTIONS

Using run-time selection criteria, the system produces the Detail Application Purge Pre-List Report. You can then run the report in List Only mode, Update and List mode, or Clear Delete Indicator and List mode.

When you select the Applicant Pre-List function, the system displays the selection criteria screen:

```
            General Hospital Applicant Purge Pre-List Processor
                                         Thu Oct 01, 1992 11:38 am

 1 Recruiter
   ALL
 2 Applicant Nbr - From   3 Applicant Nbr - To
   ALL                      ALL
 4 Entry Date - From      5 Entry Date - To          6 Applicant Sort Order
   09/13/1989               01/23/1992                 Sort by Name
 7 Prelist Action         8 Edit By                  9 Edit Date/Time
   Update and List          Holland,Helen              10/01/92 11:38am




 Accept this screen? (Y/N) [Y]--
```

After you enter all the pre-list criteria and accept the screen, the system will prompt you to confirm that you want to initiate the pre-list:

Are you sure you want to run this report (Yes/N)--

If you reply YES (you must spell out the full response), then the pre-list function is started.

NOTE: An applicant with associated detail applications will not be allowed to be marked for deletion, and therefore will not be included on the Pre-List Report. You must maintain the detail applications first, before attempting to execute the Applicant Pre-List/Purge functions.

Field Explanations

1. RECRUITER   (MULTIPLE-4-AN-R)
This field contains the recruiter(s) that are to be processed. The recruiters can be selected via a single entry, multiple entries via the code table lookup (with selected entries highlighted, or ALL recruiters. The default is ALL.

Only those applicants associated with these recruiter codes will be examined. Entries are validated against the Recruiter Code Table. A hyphen (-) can be entered to display a help list of valid codes.

2. APPLICANT NUMBER - FROM (10-AN-R)
This field provides the ability to select only a particular applicant or a range of applicants. The applicants can be selected via a single entry, a range (using Applicant Nbr - To indicating the ending value) or ALL applicants. If you select ALL, then the ending value) or ALL applicants. If you select ALL, then the system will clear any entry in the Applicant Nbr-To field and skip that field. A hyphen (-) can be entered to display a help list to choose from.

3. APPLICANT NUMBER - TO (10-AN-O)
This field contains the applicant number forming the end of the range selected initially via the Applicant Number - From field. Access to this field is denied if the From field indicates ALL applicants.

A hyphen (-) can be entered to display a help list to select the applicants.

4. APPLICANT ENTRY DATE - FROM (6-N-R)
This field provides the ability to select only those applicants within a selected entry date value range. The applicant entry date can be indicated via a single entry in this field or a date range (using the Entry Date - To field to reflect the ending date value).

There is no default value.

NOTE: It is very important that you establish the entry date values correctly. Because applicants do not have a Disposition Status to further qualify your pre-list selection, the entry date is critical. Remember that once an entry is deleted from the system, the only way to recover the data is to manually re-enter the information.

5. APPLICANT ENTRY DATE - TO (6-N-O)
This field contains the ending date in the Entry Date range.

6. APPLICANT SORT ORDER (1-A-R)
This field indicates whether the applicants will be listed in order alphabetically by name or numerically by applicant number. Valid values are:

   N - List numerically by applicant number

   M - List alphabetically by applicant name

7. PRE-LIST ACTION (1-A-R)
This field indicates whether this execution of the Pre-List is List Only, Update and List, or Clear Delete Indicator and List. The system will issue a prompt to confirm that you want to accept the screen and begin the Action processing. Valid values are:

L   List Only, the system will report all those applicants that meet the listed criteria. No Update (set the Delete Indicator to Yes) will be performed.

U   Update and List, the system will report all those applicants that meet the criteria and perform the Update of the Delete Indicator.

C   Clear Delete Indicator and List, the system will report all those applicants that meet the criteria and will change the delete indicator to No.

There is no default value.

9. EDIT BY (DISPLAY ONLY)
This field displays the individual responsible for execution of the Pre-List function. This name will be printed on the Pre-List Report.

10. EDIT DATE/TIME (DISPLAY ONLY)
This field displays the date and time that the Pre-List criteria was established. This date and time is printed on the Pre-List Report.

Applicant Purge

This function performs the actual deletion of the applicant information. When you select the function from the menu, the system prompts you to initiate the purge function:

>*Do you wish to execute the Applicant Purge (Y/N) --*

If you enter **N** for No, the system returns you to the Retention/Purge menu. If you enter **Y** for Yes, the system prompts you to confirm your choice:

>*Are you sure that you wish to run the Purge (YES/N) --*

To start the function, you must enter **YES** (rather than the Y abbreviation).

When the Purge function is executed, the system reads through all the Applicants in the Applicant Master. If the Delete Indicator is set to N, then the system skips that record. If the Delete Indicator is Y, then all the data specifically associated with that applicant is deleted from the system. See the following note on applicants who are also employees.

DELETING AND RETAINING INFORMATION USING APPLICANT PURGE

Because applicant information is stored in the same data base as employee information, the Human Resources Applicant Management system allows you to delete only applicant data while retaining employee-related data.

For example, if an individual is listed in the system only as an applicant, but is not in the Employee Master, then the Applicant Purge Process will delete all data and

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references to that person. This deletion of data includes all demographic, biographic, skills inventory, name or number lookup, etc. The Purge Function will remove all information relating to that applicant within the entire data base.

However, if the individual is an applicant and also an employee (meaning that person can be found in both the Applicant Master with an Applicant Number, and in the Employee Master with a valid Employee Number), then the Applicant Purge function will only delete those items specific and unique to the applicant -- Applicant Demographics and Applicant Number/Name lookup functions. The system will not delete the Number/Name lookup functions. The system will not delete the references to Employee Demographics, Biographics, Skills Inventory, etc.

This function is similar to the employee purge routines for a multi-entity employee.

DETAIL APPLICATION PURGE PRE-LIST REPORT (HARDAP)

The Detail Application Purge Pre-List Report lists all detail applications that meet the pre-list selection criteria (List Only, Update and List, or Clear).

The report prints in applicant name or number order depending on the sort criteria selected, with the detail applications listed in chronological order (oldest to the newest) by application date. An applicant with multiple qualifying detail applications will appear multiple times, once per application.

The information printed on the report includes:

Header Data: Selection Criteria, including Edit By, Edit Date/Time

Detail Line Information includes:

Applicant Number

Applicant Name

Applicant Entry Date

Recruiter Code/Recruiter

Application Date

Requisition Number

Department Number

Internal/External Indicator

Disposition/Status Code

Disposition Date

Disposition Reason Code

Figure 9.1 Detail Application Purge Pre-List Report (HARDAP)

```
Date: 11/05/92                              COUNTY GENERAL                           Page  : 1
Time: 03:12pm                   Detail Application Purge Pre-List Report For 11/05/92      Report: HARDAPFW
                                         Pre-List Action:  List Only

Department:  ALL

Internal/External Indicator:  B          Requisition - From:  ALL            Requisition - To:  ALL

Appl Disposition/Status:  C,E,H,I,O,R    Disposition Date - From:  01/01/1990    Disposition Date - To:  11/05/1992

Edit By:  Henritze,Janice T              Edit Date:  11/05/92 03:11pm           Sort Order:  Numerical by Applicant Number

Appl Nbr    Applicant Name                Appl Date  Req Number  Department   I/E   Disp  Disp Date   Disp Reason
            Entry Date    Recruiter
-------------------------------------------------------------------------------------------------------------------

      10 Abatemann,Carla                  07/23/1992       A2                  I     O    07/23/1992  Accept Position
                       MWR ADF,FDA GFSAD

      10 Abatemann,Carla                  07/31/1992       15 000000/8050            O    07/31/1992  Hold Application
            07/22/1992   MWR ADF,FDA GFSAD

      10 Abatemann,Carla                  08/03/1992    92001 000000/8050      E     H    08/03/1992  Other
            06/29/1992   MWR ADF,FDA GFSAD

      10 Abatemann,Carla                  11/03/1992    92003 000000/8076      I     C    11/03/1992
            07/13/1992   MWR ADF,FDA GFSAD

       3 Mitchem,Francoise                07/06/1992    92001 000000/8050      I     C    07/06/1992  Accept Position
            06/29/1992   MWR ADF,FDA GFSAD

       3 Mitchem,Francoise                07/07/1992    92002 000000/8060      I     O    07/07/1992  Accept Position
            06/29/1992   MWR ADF,FDA GFSAD

ABABABAB Anderson,Mary Ann                09/02/1992       15 000000/8050      I     O    09/02/1992  Accept Position
            07/22/1992


                                              End of Report
```

REQUISITION PURGE PRE-LIST REPORT (HARRIP)

The Requisition Purge Pre-List Report lists all requisitions that meet all the pre-list selection criteria. The report is sorted by requisition number within department within entity. The report gives subtotals/totals by department and entity.

The Requisition Purge Prelist selection criteria will print at the beginning of each page for reference.

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Figure 9.2 Requisition Purge Pre-List Report (HARRIP) - Page 1

```
Date: 11/05/92                                    COUNTY GENERAL                             Page  : 1
Time: 03:13pm                         Requisition Purge Pre-List Report For 11/05/92         Report: HARRIPFW
                                              Pre-List Action:  List Only


Department:  ALL


Requisition - From:  ALL                    Requisition - To:  ALL


Disposition Date - From:  01/01/1990        Disposition Date - To:  11/05/1992


Req Disposition/Status:  C,F,H,S,O          Edit By:  Henritze,Janice T                 Edit Date:  11/05/92 03:13pm


Department Code:  000000/6010-NURSING ADMINISTRATION


Req Number   Job Class/Position Requested                    Shift Code          W/S Hr/Wk FTEs PS Disposition/Status    Delete Ind
Entry Date   Date Recvd  Date Aprvd  Deadline Dt Date Filled  Days Open Total Cost    # of Appl      Disp Date
-------------------------------------------------------------------------------------------------------------------------------

10000000004 6800/001 RN - Instructor                         07                  F    .00  1.0    O/Open Requisition        No
07/24/1992                                                    0          .00                       07/24/1992


Department Summary:
Total Requisitions:     1     Open:    1     Hold:    0     Filled:    0     Outstanding:    0     Closed:    0
             FTEs:    1.0   Avg Days:    0.0   Total Cost:         .00  Avg Cost:        .00   Marked for Deletion:    0
```

Figure 9.3 Requisition Purge Pre-List Report (HARRIP) - Page 2

```
Date: 11/05/92                              COUNTY GENERAL                              Page  : 2
Time: 03:13pm                   Requisition Purge Pre-List Report For 11/05/92          Report: HARRIPFW
                                        Pre-List Action:  List Only


Department:  ALL


Requisition - From:  ALL                   Requisition - To:  ALL


Disposition Date - From:  01/01/1990       Disposition Date - To:  11/05/1992


Req Disposition/Status:  C,F,H,S,O         Edit By:  Henritze,Janice T               Edit Date:  11/05/92 03:13pm


Req Number  Job Class/Position Requested                Shift Code        W/S Hr/Wk FTEs PS Disposition/Status    Delete Ind
Entry Date  Date Recvd  Date Aprvd  Deadline Dt Date Filled   Days Open Total Cost   # of Appl     Disp Date
-------------------------------------------------------------------------------------------------------------------


Entity Summary:
Total Requisitions:    11     Open:   6    Hold:   3    Filled:   0    Outstanding:   0    Closed:   2
            FTEs:  13.0    Avg Days:  25.5    Total Cost:        .00  Avg Cost:        .00    Marked for Deletion:    0

                                        End of Report
```

APPLICANT PURGE PRE-LIST REPORT (HARAIP)

The Applicant Purge Pre-List Report lists all applicants that meet all the pre-list selection criteria.

The report is sorted by name or number within recruiter.

The Applicant Prelist selection criteria will print at the beginning of each page for reference.

NOTE: The report displays only the first veteran code when multiple veteran codes are listed for an applicant in the Applicant Management system.

Figure 9.4 Applicant Purge Pre-List Report (HARAIP) - Page 1

```
Date: 11/09/92                                                                       Page : 1
Time: 10:44am                        Applicant Purge Pre-List Report For 11/09/92    Report: HARAIP
                                             Pre-List Action:  List Only


Recruiter:  ALL


Applicant Nbr - From:  ALL              Applicant Nbr - To:  ALL              Sort Order:  Alpha by Name


Entry Date - From:  03/03/1979          Entry Date - To:  07/19/2006


Edit By:  Wilkerson,Francene M          Edit Date:  11/09/92 10:44am
---------------------------------------------------------------------------------------------------


Appl Nbr   Applicant Name                       SS# Number  Entry Date   Job Desc Desired           Recruiter          #Appl
           Sex EEO  Vet  Hcp  Referral Source          Referral Name/Other       Prev Emp?                             Del Ind
---------------------------------------------------------------------------------------------------


 ABABABAB Anderson,Mary Ann                      455-68-7890 09/02/1992   ABCD Job Description ABCD DV Candy,Jackie        0
            F   I              CO Columbia University     THOMAS,JANE              No                                    Yes


        4 Jones,James                            101-01-0101 10/26/1992   CDEF Job Description CDEF DE Jackson,Cindy       0
                              GSU Georgia State Univ.    JAMES,TOM                No                                     No
```

Figure 9.5 Applicant Purge Pre-List Report (HARAIP) - Page 2

```
Date: 11/09/92                                                                    Page  : 2
Time: 10:44am                       Applicant Purge Pre-List Report For 11/09/92  Report: HARAIP
                                             Pre-List Action:  List Only

Recruiter:  ALL

Applicant Nbr - From:  ALL             Applicant Nbr - To:  ALL             Sort Order:  Alpha by Name

Entry Date - From:  03/03/1979         Entry Date - To:  07/19/2006

Edit By:  Wilkerson,Francene M         Edit Date:  11/09/92 10:44am
---------------------------------------------------------------------------------------------------------

Total No. of Applicants:        2

Recruiter:                   Total
-------------------------------------
(No Recruiter)                   1

DV  Candy,Jackie                 1

                                         End of Report
```

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■ R e a d e r   C o m m e n t   F o r m ■

We value your suggestions for improving our documentation. Please use this form to evaluate the *Human Resources Applicant Management Volume* of the *STAR Financials General Accounting Reference Guide* for Release 17.0.

Topic	Poor	Fair	Good	Excellent
Organization of information	❑	❑	❑	❑
Accuracy of information	❑	❑	❑	❑
Completeness of information	❑	❑	❑	❑
Clarity of information	❑	❑	❑	❑
Amount of overview information	❑	❑	❑	❑
Explanation of processes	❑	❑	❑	❑

Are there parts of this manual that could be made more helpful to you? Please explain.

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