

Department of Administrative Services

Improving efficiency, compliance, and workplace performance

Human Resources Administration

ePerformance Queries





E PERFORMANCE QUERIES

What is an ePerformance query?

A query is a request for information from the ePerformance database.

Who can run a query?

HR Administrator can run a query. HR Administrator access is required in PeopleSoft to run ePerformance queries.

How to run a query?

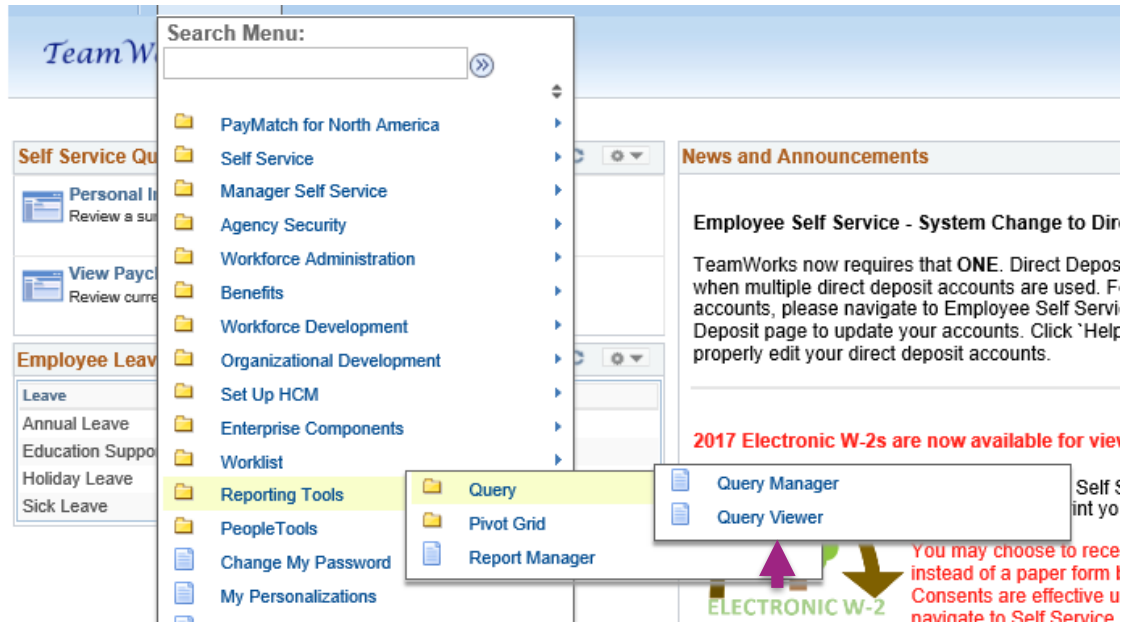
Log-on to People Soft → Click on Main Menu → Reporting Tools → Query → Query Manager → Enter the Query name → Click on Search

How to get access to HR Administrator Role in PeopleSoft?

A manager can nominate their HR team member(s) in PeopleSoft to get access to HR Administrator Role.

HOW TO RUN A QUERY?

Log-on to People Soft → Click on Main Menu → Reporting Tools → Query → Query Manager



Enter the Query name → Click on Search

Query Manager

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

[Find an Existing Query](#) | [Create New Query](#)

*Search By begins with

Click on Edit/ Excel → Fill the inputs → View Results

Query Manager

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

[Find an Existing Query](#) | [Create New Query](#)

*Search By begins with

Search Results

*Folder View

*Action

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
<input type="checkbox"/>	0EP009_EP_DOC_PROCESS_STATUS	ePerf_Doc_Process_Status	Public		Edit	HTML	Excel	XML	Schedule	Lookup References

▼ My Favorite Queries

LIST OF UPDATED EPERFORMANCE QUERIES

QUERY NAME	DESCRIPTION	INPUT	OWNER
OEP009_EP_DOC_PROCESS_STATUS	Detailed status of ePerformance documents.	1.Period Begin Date -Date field 2.Period End Date -Date field 3.Agency (Company Code)- Prompt table	Public
OEP009S_EP_DOC_PROCESS_STATUS	Summary/count of ePerformance documents by document type and status.	1.Document Type - Prompt table 2.Period Begin Date -Date field 3.Period End Date -Date field 4.Agency (Company Code)- Prompt table	Public
OEP010_DOC_SLFEVAL_STATUS	Detailed status of self-evaluation	1.Document Type - Prompt table 2.Period Begin Date -Date field 3.Period End Date -Date field 4.Agency (Company Code)- Prompt table	Public
OEP011_ALL_APPRV_MGR	Lists who is the reviewing manager for ePerformance documents submitted for approval by supervisor/manager	1.Period End Date - Date field 2. Manager ID. - Manually enter the manager ID	Public
OEP011_ALL_APPRV_COMPANY	Lists who is the reviewing manager for ePerformance documents submitted for approval by agency	1.Period End Date - Date field 2. Company. - prompt table	Public
OEP001_DEPT_CNT	Lists counts of ePerformance documents by ratings	1.Agency (Company Code)- Prompt table 2.Document Type - prompt table 3.Period Begin Date - Date field 4.Period End Date - Date field	Public
OEP002_BY_COUNT_CRIT_NOT_ESTAB	Lists ePerformance documents where the Establish Criteria step has not been completed	1.Agency (Company Code)- Prompt table 2.Document Type - prompt table 3.Period Begin Date - Date field 4.Period End Date - Date field	Public
OEP005_RUNCTL_GRP_VALIDATE	Validates ePerformance documents created by Group ID	1.Agency (Company Code)- Prompt table 2.Document Type - prompt table 3.Group ID	Public