Department of Administrative Services
Improving efficiency, compliance, and workplace performance

Human Resources Administration

ePerformance Queries

EPERFORMANCE QUERIES

What is an ePerfomance 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.
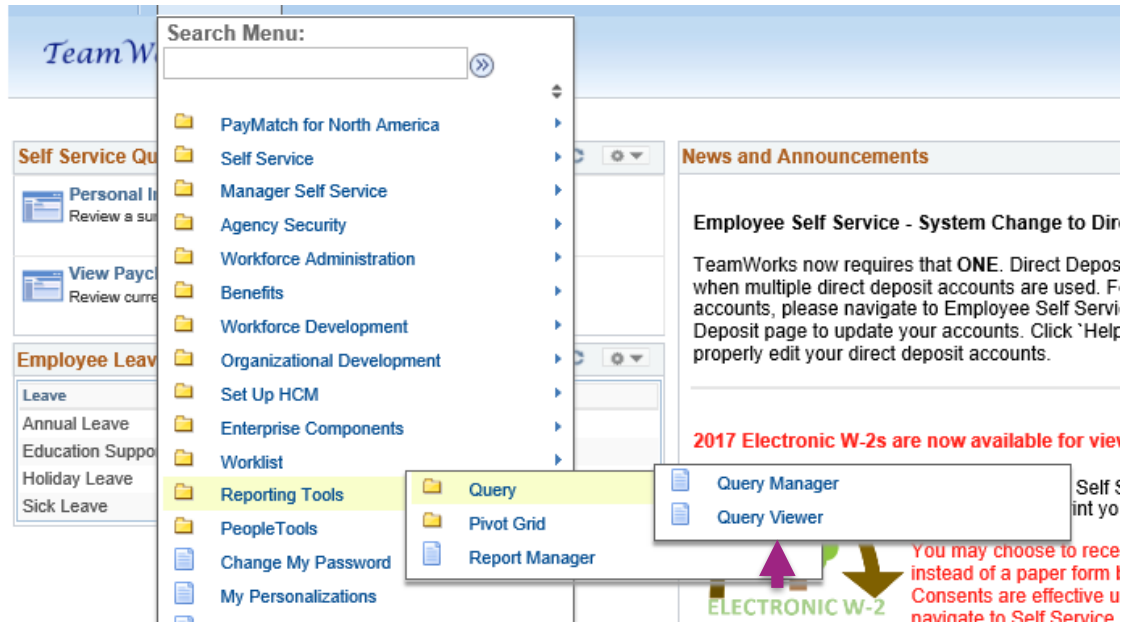
How to run a query?
Log-on to People Soft → Click on Main Menu → Reporting Tools → Query → Query Manager → Enter the Query name → Click on Search

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

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

LIST OF UPDATED EPERFORMANCE QUERIES

QUERY NAME	DESCRIPTION	INPUT	OWNER
0EP009_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
0EP009S_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
0EP010_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
0EP011_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
0EP011_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
0EP001_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
0EP002_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
0EP005_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