Behind the Scenes Chapter 1 Section 4

Relational Database Technology

EHRP is based on relational database technology. Relational databases are an excellent means for organizing data efficiently. Unlike traditional data storage strategies, which center around output requirements, relational databases store data based on its true characteristics, focusing on how each data item relates to other data items. Each data item is stored only once, simplifying data management workloads.

Tables

- **Translate Table -** Non-editable system tables that are maintained by PeopleSoft. These tables store codes and translate values for the miscellaneous fields on the EHRP database.

- **Setup Table -** Editable tables that are maintained by EHRP Power Users. These tables contain values that have been entered by DHHS. For example, each time a new job code is created, it is stored on the Job Code Table. The Job Code table is an example of a setup table.

Required Fields

When processing actions in EHRP, there will be certain fields that are required in order to process an entry. These fields are marked by a * throughout the system and must be completed before an action can be saved in the system.

Effective Dating

In EHRP, you must set the *effective date* to indicate when you want data to go into effect.

This requirement serves the following two important purposes:

1. EHRP users maintain a complete chronological history of all data – whether you changed it two years ago or want it to go into effect in two months.

2. EHRP constantly compares the effective dates of tables and verifies the data being selected from a setup table is valid as of the effective date of the data on which you're working.

Effective Dating Sample

Effective dates allow you to keep historic, current, and future information in the EHRP tables. You can use the information to look at what has happened up to now and to plan for the future.

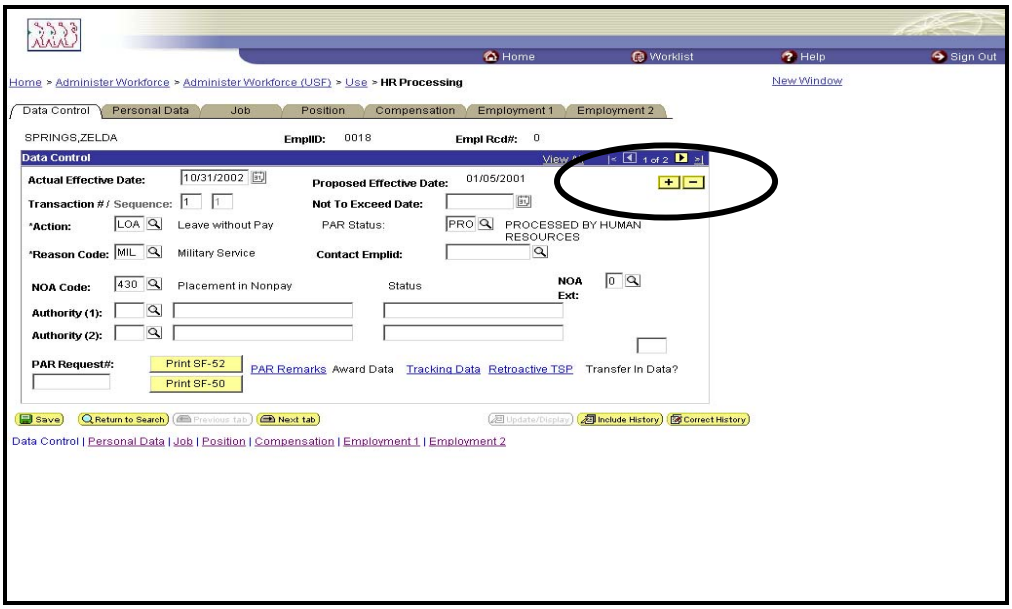
EHRP categorizes effective-dated rows into three basic types explained in the following table:

Future	Data rows that have effective dates greater than the system date (today's date).
Current	The data row with the most recent effective date closest to the system date - but not a future date. Only one row is the current row.
Historic	Data rows that have effective dates less than the current data row.

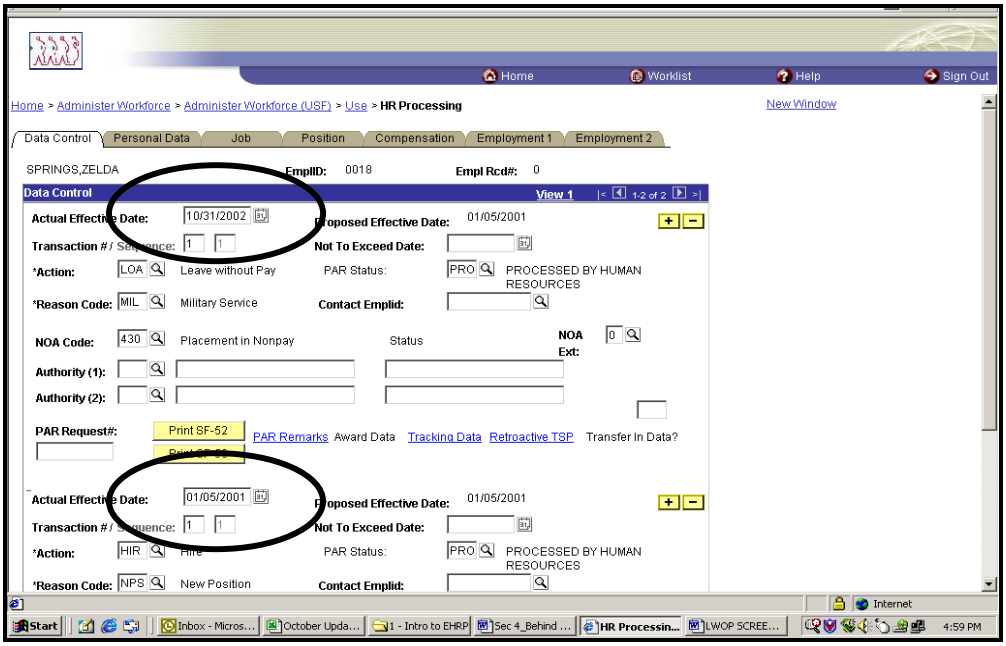
Rows in a Relational Database

As described above, EHRP uses a relational database platform, which means that different pieces of data are treated different depending upon their place in the system. Most frequently, this issue pertains to rows of data that are related to dates.

Below is a screen print of an employee record that has two rows of data in it. The circle in the top right corner illustrates that this employee record has two rows of information.



The screen print below shows the employee record with both rows of information open for viewing. Each row begins with an effective date of it's own.



Retroactive Actions

EHRP allows you to insert retroactive actions onto an employee's record. However, when this is done, you must ensure that the retroactive action will not affect other actions on that employee's record. If the effective date of the action is before or the same as the effective date of a previously entered action, you will get a warning message instructing you to ensure that your new action will not adversely affect any previous actions. This is primarily the case with Correction and Cancellation actions.

Actions Related to Pay Periods

The duration of a pay period is 14 days. If an action is entered that falls with in the current pay period, it is considered a current action. If an action is entered that predates the current pay period, it is considered a retroactive action.

Example

The date is the 17th of the month; the pay period that the user is in runs from the 14th to the 28th of the month. An action that is made "today" (the 17th) may have an effective day of the 15th of the month and still be considered "current," as it falls within the current pay period

Given the same circumstances, the user enters an action with an effective date of the 12th of the month. Because the effective date falls before the current pay period, it is considered a "retroactive action."

Sequentially Auto-generated Numbers vs. Smart-coded

One important feature of the EHRP system is the sequential auto-generation of numbers assigned by the software to certain data elements.

- **Auto-generated -** EHRP auto-generated numbers are not smart-coded and do not contain inherent significance. Numerous smart-coded numbering systems at DHHS will be replaced or supplemented with EHRP sequentially auto-generated numbering systems.

Examples of EHRP auto-generated numbers include the following:

- Position numbers
- Employee IDs

Another feature of the EHRP is smart-coded numbers.
Smart-coded - Smart-coded numbers are numbers that contain inherent significance. For example, a telephone number is a smart-coded number. From a simple telephone number, a person can derive the geographic location of the number by the area code.

Example of EHRP smart-coded number includes the following:

- Department ID

EmplID

EHRP uses eight-digit, sequentially auto generated employee ID numbers. These numbers will provide a unique employee identifier for each employee. You can continue to use Name as a key to search for an employee. However, you cannot use SSN to search.

Department ID

The Department ID is used to identify organizational components within DHHS. The Department ID is synonymous to the DHHS Admin Code.

Business Unit/Set ID

Business Units are a method used for tracking specific business information for reporting purposes. **Set IDs** are the labels used to identify specific groupings of information, which in turn allow for the restriction of values for each Agency. For every Business Unit, there is a corresponding and unique SetID. This relationship restricts the data access and enables specific report generation.

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