Glossary   Appendix A

Accomplish-ments   Accomplishments are records of information about the employee such as education, training, honors, awards, licenses, certifications, languages, test results, and college fields of study.

Active   "Active" refers to the status of a record. If the status of the record being viewed is "Active", the record is current and usable.

Cancel   To close a transaction without saving it, the user can cancel the action. This can be done by clicking the Home hyperlink, which will return the user to the initial menu. The transaction will be cancelled and the page group will be closed without saving any changes.

Data Row   Data rows contain the entries for each field in a table. To identify each data row uniquely, the system uses a key consisting of one or more fields in the table, (i.e., emplID).

Defaulted Data   Defaulted data are pieces of data that are carried over from one panel to another, or fields programmed to have a certain value when a new row is being added. For example, when data is entered on the Job Code Table, it will automatically populate related fields on the Position Data panel group once the job code is tied to that position number. Many fields in EHRP are already populated with the value most often selected for that field which is a timesaver for the user.

Department ID   The Department ID is used to identify organizational components within DHHS. The Department ID is what was formally known as the DHHS Admin Code.

Drop Down List Box   For many data fields in EHRP, the user is provided with a list of valid values in a box. When the user clicks on the prompt button, the list "drops down". The user must choose a value from the list. If the user wants a value that is not provided in the drop down list, it must be added via the appropriate setup table.

Edit Box	An Edit Box allows the user to enter data in a field. Edit boxes with prompt buttons typically display a drop down list of values. Long edit boxes permit entry of large amounts of text that can be accessed using a scroll bar.
Effective Dating	Effective Dating is a method of dating transactions in EHRP. As transactions are entered by the users, they are given an effective date. This is the date the user wants the action (i.e., a promotion) or information to go into effect. The date can be in the past, current, or future. The item will become effective when the EHRP system date is the same as the effective date. Effective dates are used to retain historical data, view changes over time, and store future data. They automatically categorize each row in a table as current, future, or history. Users can "roll back" the system to a particular time to perform analyses or to "roll forward" and set up tables and data ahead of time to see the effect. Also, the system constantly compares the effective dates of tables to ensure that data selected from prompt tables is valid as of the effective date of the data on which the user is working. For example, EHRP will not allow the user to enter a new department code in an employee's record unless the effective dates are in sync.
Transaction/ Sequence Number	The Transaction/Sequence Number is the number generated by EHRP to differentiate rows when there is more than one row in a table with the same effective date.
EmplID	An emplID is a unique, system-generated number assigned to each employee.
Error Message	Error Messages are "pop-up" displays (sometimes a highlighted red field) that explain to the user why EHRP will not execute a certain function. Some error messages refer to incorrect data formats, invalid table selections, or data missing in a required field. The user cannot access any other field on a panel until the error is corrected.
Field	Fields are used to display and/or to enter specific data on a panel. A field is a component of a record. Examples of fields are Department ID, Street, and City.
Future-dated Rows	Future-dated rows are data rows that have an effective date greater than today's date (the system date).

Grayed Fields (also known as View-Only Fields)

Fields with defaulted data that cannot be changed by the user are 'grayed out' on EHRP panels. These fields are view-only.

History-dated Rows

History-dated rows are data rows that have an effective date prior to the effective date on the current row.

Inactive

If the status of the record being viewed is "Inactive", the record is not current and is unusable. This record remains in the system for historical purposes and is already in the system if it needs to be reactivated.

Inserting a Row

EHRP maintains a record of all data entered. When a user updates information in EHRP, a new data row, which is identified by the date when the information goes into effect, is inserted to avoid overwriting the data already stored in the database. This allows EHRP to maintain historical data.

Interface

An interface is an exchange of data between two systems, i.e., EHRP exchanges data with Payroll.

Job Code

The job code includes classification information about a position such as position sensitivity, grade, occupational series, standard hours and pay plan.

Key

A key consists of one or more columns that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination (multi-part key). For example, the Personal Data table contains only one row of data for each employee in the database so the system uniquely identifies each row by the data in the emplID column. However, in the Emergency Contact table, there may be more than one contact for each employee, so the system uses a combination of emplID and Contact Name as a multi-part key to uniquely identify each row in the table.

Menu	Menus allow users to choose panels they wish to use and give access to various features available for each panel or tool. Use, Setup, Process, Inquire, and Report are high-level menu items that are repeated on almost every panel. **Use** - allows a user to complete a business task, i.e., request a promotion. **Setup** - provides access to relevant setup tables. Setup tables contain the valid values, such as award type, for EHRP users. EHRP users see the setup values via drop down list boxes. **Process** – allows a user to execute related processes and view EHRP automated processes. **Inquire**- allows a user to view relevant, display only panels that provide key information to management. **Report** - allows a user to generate and print reports.
National ID	The National ID is an identification number used to track citizens of a country. For U.S. citizens, this is the social security number.
Page	A page is the screen on which data is either entered or displayed in EHRP.
Page Group	Page groups (or components) are used to organize pages in a logical fashion. A particular topic may contain too much information to be displayed on one page, and therefore it requires multiple pages to be grouped together. Once you finish entering data on one page, click the folder tab of the next page to open it. You can also click the hyperlinks at the bottom of the page to access the next page in the group.
PAR	A Personnel Action Request is used to process a personnel action, e.g., new hire appointment or promotion.
PAR Status (See WIP Status)	PAR Status is the work-in-progress status of the PAR action being reviewed, i.e., PRO – Processed by Human Resources. This field is found on the Data Control page.
Password	A Password is used with the User ID to access EHRP. It is confidential and known only to the user. For security reasons, asterisks mask the password as it is being entered into the system.

PeopleTools	PeopleTools are system tools used to help the Power User with system administration functions such as query, workflow administration, security, etc.
Position Description (PD)	A Position Description is a statement of duties and responsibilities comprising the work assigned to a civilian employee. Information at the Position Description level will be generic, e.g., Pay Plan, Title, Series and Grade.
Position Number	A Position Number is a six-character system auto-generated number that uniquely identifies a duty location and position. Each employee has a specific unique position number.
Radio Buttons	Radio Buttons are fields with two or more round buttons used to select from among mutually exclusive options. A black circle within a circle is displayed when the option is turned "on." Radio buttons allow users to specify certain data items without having to enter the item name.
Record	A Record is a collection of related items of information.
Record Components	Record Components are titles of columns in a record that identifies unique data.
Relational Database	A Relational Database is a series of tables that are linked together by one or more key fields. These tables are made up of rows (horizontal) and columns (vertical), very much like the layout of a spreadsheet. Columns are the fields you see in panels as you work and rows contain the entries you make in each field. Unlike traditional data storage strategies that centered 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 entered only once, simplifying data management workloads. All information is in a shared database; however, only users with the proper job security can access specific information. Data integrity is guaranteed and the manual data entry workload is decreased.

Save	This function takes the data and writes it to the EHRP database. There is only one EHRP database. If a user does not save entered data, the data will not be there the next time. Normally, a user saves the data after completing a page group.
Search Dialog Box	A Search Dialog Box is a box that is used to search for data when you want to display a page.
Search Keys	High-level database keys for the rows of data you are trying to access on the Search Dialog Box. An emplID uniquely identifies one employee.
Security	EHRP Security provides restrictions at the row, panel and department levels that govern the access that each user has to the data available in EHRP. EHRP users only have access to information that they need to perform their jobs effectively. EHRP security is enforced by the Operator ID and password provided to each user.
Security / Workflow Administrator	The Security Administrator is a support role responsible for managing EHRP security, i.e., page groups to which each security role has access. Workflow Administrator specifically supports the maintenance of workflow.
Selection Criteria	Selection Criteria allow the user to customize the results of a query to report or show only a specific outcome or piece of information. The query will only show results that meet certain conditions.
Setup Tables	Setup Tables are editable tables that are maintained by EHRP Power Users. These tables contain values that have been entered by DHHS.
Smart-coded Numbering	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.

SQL	Structured Query Language (SQL) is technical coding by which EHRP Query communicates with the database to retrieve the data needed for a query. When the user selects the fields and criteria for a query, Query converts the user's instructions into SQL statements.
Sub-query	A query whose results are used by another query to customize and narrow query results. A subquery is used when there is a need to compare a field value to the results of a second query. The main query uses the subquery's result-set as a comparison value for a selection criterion.
Sub-record	Sub-records are used in the database when a particular set of information (such as address) is used by two or more primary tables, or when a particular set of information may occur multiple times in association with a primary table.
Table	See "Setup Tables", "Records", and "Translate Tables."
Text Box	A Text Box is a field that allows for entry of free-form text.
Translate Tables	Translate Tables (or Prompt Tables) are non-editable system tables that are maintained by PeopleSoft. These tables store codes and translate values for the miscellaneous fields on the EHRP database.
Warning Message	A Warning Message is a system-generated "pop-up" display that warns the user that he/she may be in the process of entering an erroneous transaction.
WIP Status	Work-In-Progress Status (WIP) is a field that indicates the routing status of a PAR action such as: Initiate, Requested, 1st Authorized, 2nd Authorized, Approved/Signed, Processed by HR, Returned for More Information, Withdrawn, Disapproved, Corrected, and Cancelled.
Workflow	Workflow is a functionality of the EHRP system that allows users to route PAR actions for approval.
Worklist	EHRP's Worklist is an online log of PAR actions awaiting processing. It can be considered an electronic inbox of actions.