

Employee (Query and Navigate) User Guide

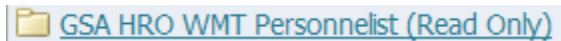
| User Guide Contents | Topic | Page |
|----------------------------|--|-------------|
| | Navigating to the Employee Screen | 2 |
| | Querying an Employee | 4 |
| | Employee Screen | 8 |
| | Address Button | 9 |
| | Extra Information Button | 13 |
| | Special Info Button | 18 |
| | Assignment Button | 23 |
| | Querying Additional Employees | 35 |
| | Closing the Employee Window and Logging Out of CHRIS | 36 |

User Guide Purpose: Illustrate how to query and navigate the Employee screens

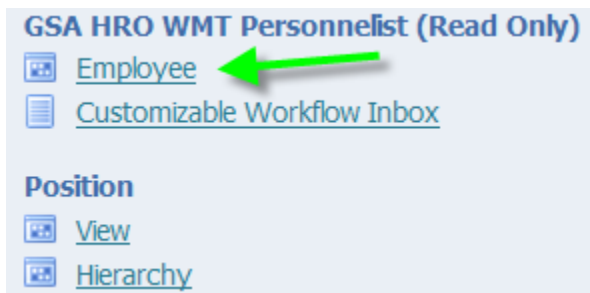
Navigating to the Employee Screen

Step 1 – Go to the CHRIS homepage gsa.gov/chris and logon.

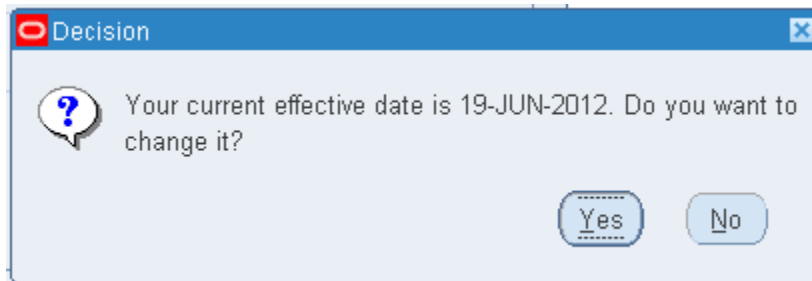
Step 2 – From Navigator window, click on the “**???** WMT Personnelist (Read Only)” responsibility.



Step 3 – Click the “**Employee**” menu option.




A “**Decision**” window appears.

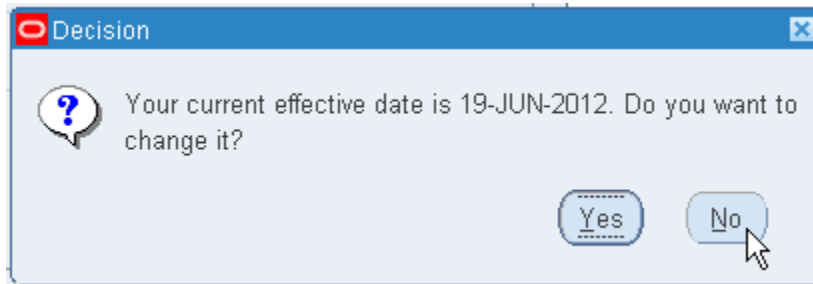


Step 4 - You have to make a decision.

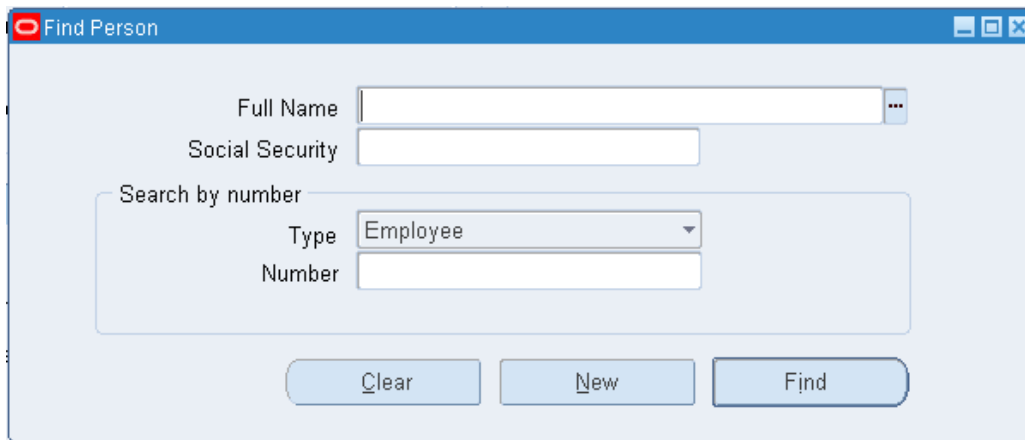
Do you want to stay on the date shown in the “**Decision**” window, which is normally the system date (current date), or do you want to date track to a past or future date?

NOTE: See “**Date Information and Date Tracking**” User Guide.

Step 5 - To stay on the current date, click the **“No”**  button.

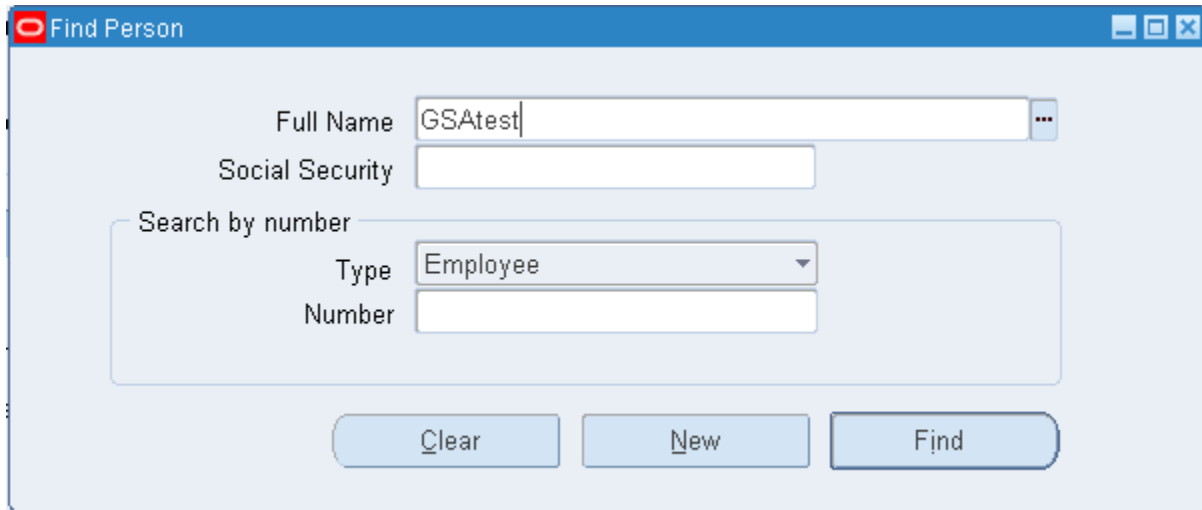


The **“Find Person”** window opens.



Querying an Employee

Step 1 – Click in the “**Full Name**” field and enter the last name (i.e., GSATest) of the employee you want to view. Then press the Tab key on the keyboard.



Find Person

Full Name GSATest

Social Security

Search by number

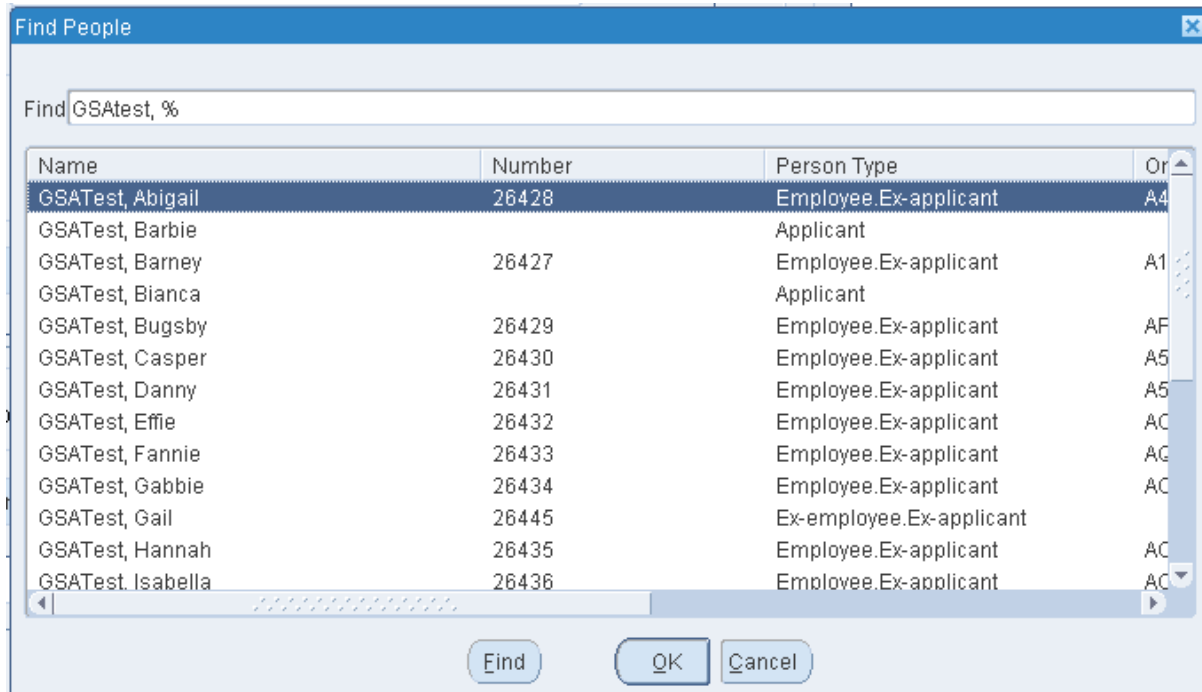
Type Employee

Number

Clear New Find

NOTE: If only one employee matches your query criteria go to Step ??.

The “**Find People**” window opens is populated with the full list of employees that match your query criteria.



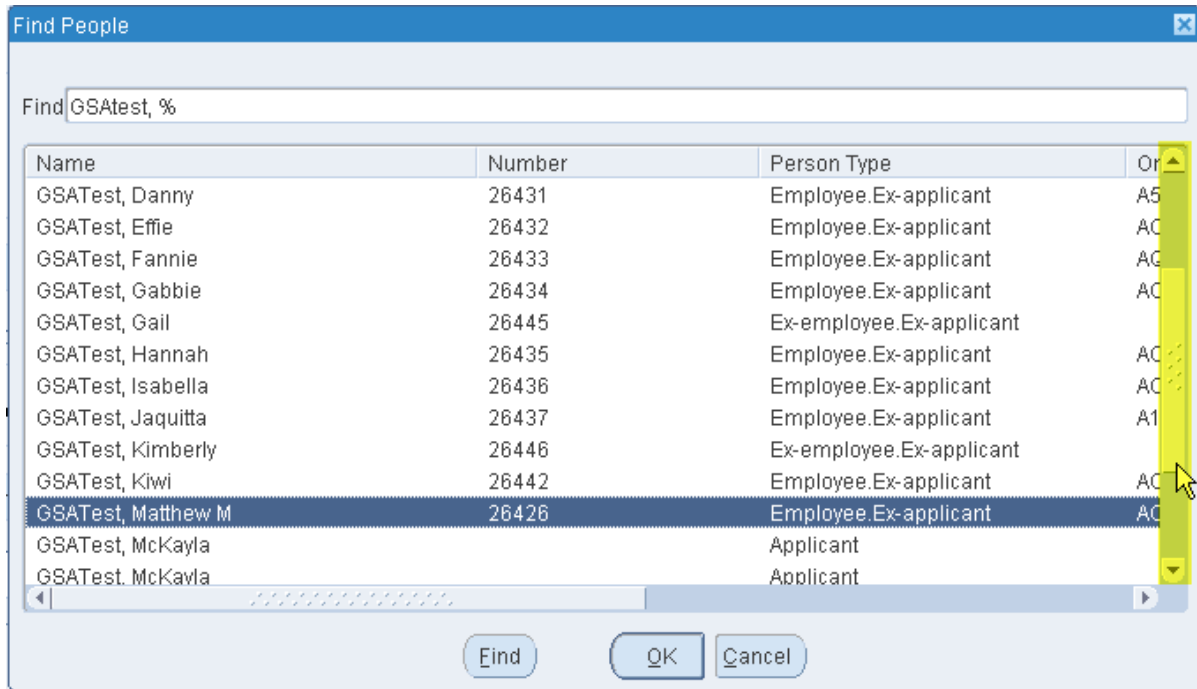
Find People

Find GSATest, %

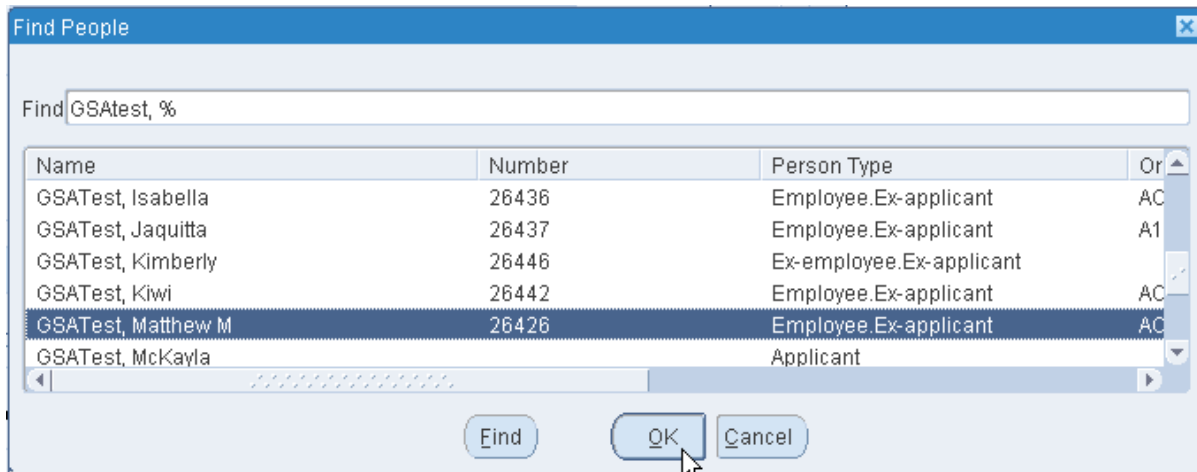
| Name | Number | Person Type | Or |
|-------------------|--------|--------------------------|----|
| GSATest, Abigail | 26428 | Employee.Ex-applicant | A4 |
| GSATest, Barbie | | Applicant | |
| GSATest, Barney | 26427 | Employee.Ex-applicant | A1 |
| GSATest, Bianca | | Applicant | |
| GSATest, Bugsby | 26429 | Employee.Ex-applicant | AF |
| GSATest, Casper | 26430 | Employee.Ex-applicant | A5 |
| GSATest, Danny | 26431 | Employee.Ex-applicant | A5 |
| GSATest, Effie | 26432 | Employee.Ex-applicant | AC |
| GSATest, Fannie | 26433 | Employee.Ex-applicant | AG |
| GSATest, Gabbie | 26434 | Employee.Ex-applicant | AC |
| GSATest, Gail | 26445 | Ex-employee.Ex-applicant | |
| GSATest, Hannah | 26435 | Employee.Ex-applicant | AC |
| GSATest, Isabella | 26436 | Employee.Ex-applicant | AC |

Find OK Cancel

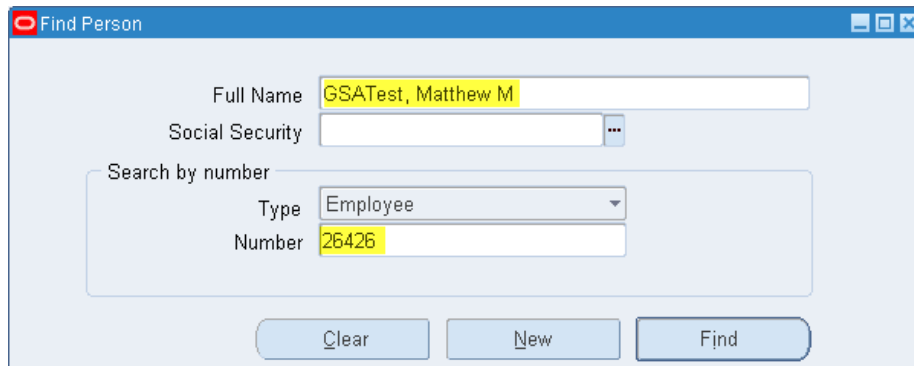
Step 2 - If needed, use the scroll bar on the right side of the “Find People” window to locate the specific employee you’re looking for and then click on their name.



Step 3 - Click the “OK” button.

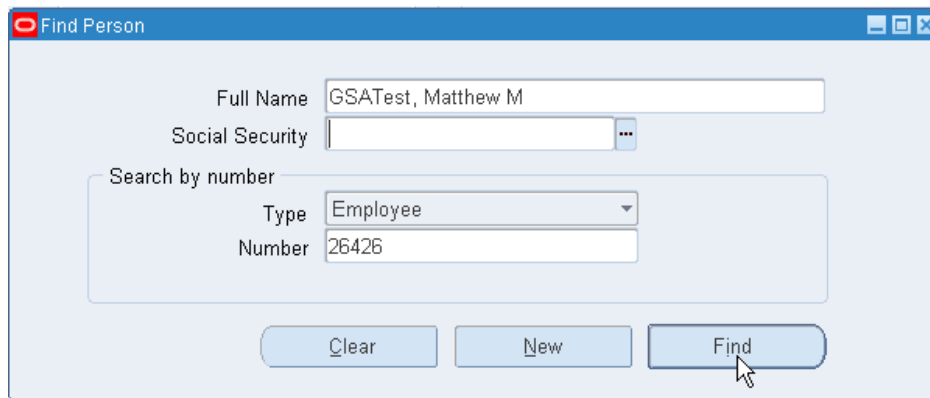


The **“Find Person”** window populates with the full name and employee number.



The screenshot shows a window titled "Find Person" with a light blue header. It contains several input fields and buttons. The "Full Name" field is populated with "GSATest, Matthew M" and has a yellow highlight. The "Social Security" field is empty. Below these is a "Search by number" section with a "Type" dropdown menu set to "Employee" and a "Number" field populated with "26426", also highlighted in yellow. At the bottom are three buttons: "Clear", "New", and "Find".

Step 4 - Click the “Find”  button.



This screenshot is identical to the previous one, but a mouse cursor is positioned over the "Find" button, indicating the action to be performed.

The “People” window populates and the employee you want to review is viewable.

The screenshot shows a software window titled "People" with a blue header bar. The window contains several input fields and dropdown menus for employee information. The "Name" section includes fields for Last (GSATest), First (Matthew), Title, Prefix, Suffix, and Middle (M). The "Gender" is set to "Male" and "Action" is a dropdown menu. Below this is a "Person Type for Action" field and a "Person Types" list containing "Employee.Ex-applicant". The "Identification" section has a dropdown set to "Employee" with the value "26426" and a "Social Security" field with the value "222-22-2222".

Below the main form are three tabs: "Personal", "Office Details", and "Further Name". The "Personal" tab is active and shows fields for Birth Date (30-MAY-1980), Age (32), Town of Birth, Region of Birth, Country of Birth, Status, Nationality, and Registered Disabled.

At the bottom, there is an "Effective Dates" section with "From" (17-JUN-2012) and "To" (empty) fields, and a "Latest Start Date" (17-JUN-2012) with a checkbox. Below this are five buttons: "Address", "Extra Information", "Special Info", "Assignment", and "Others..."

People Screen

People

Name

Last

First

Title

Prefix

Suffix

Middle

Gender Action

Person Type for Action

Person Types

Identification

Social Security

Personal Office Details Further Name

Birth Date Age

Town of Birth

Region of Birth

Country of Birth

Status

Nationality

Registered Disabled

Effective Dates

From To

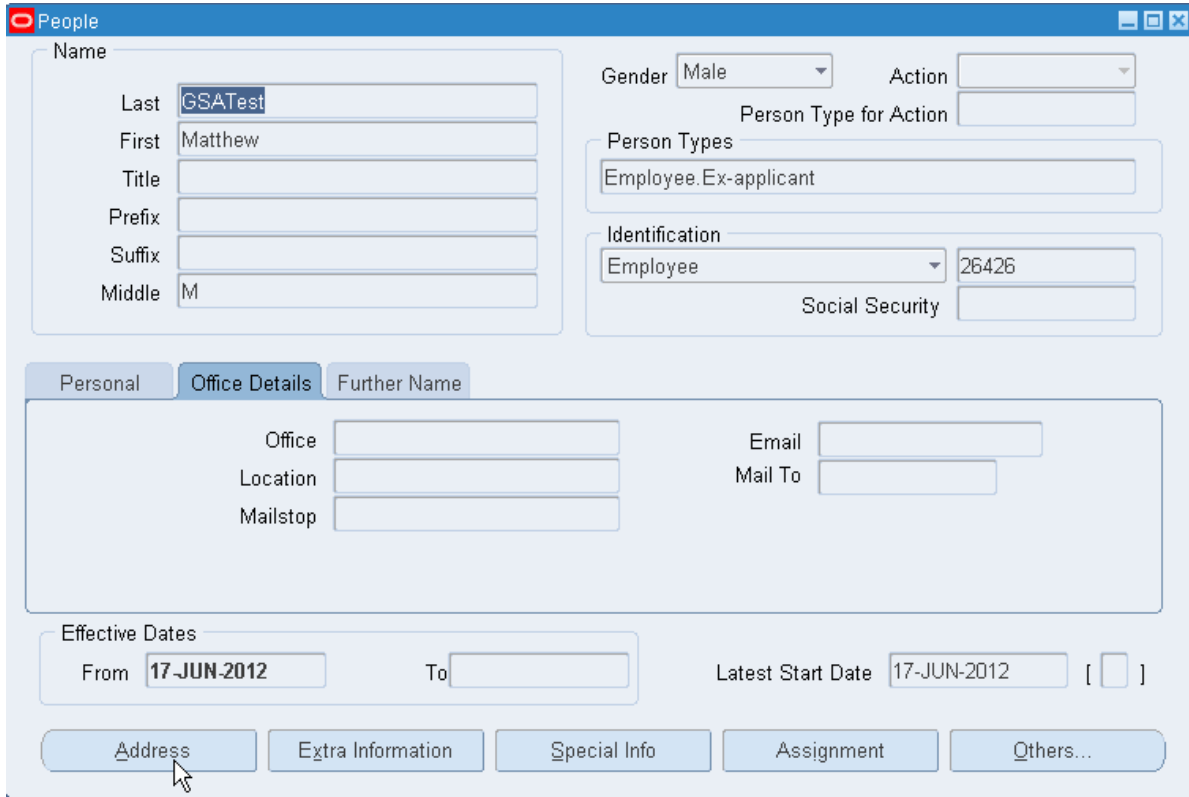
Latest Start Date []

Address Extra Information Special Info Assignment Others...

NOTE: In this user guide, we will walk through navigating the “Address”, “Extra Information”, “Special Info”, and “Assignment” buttons at the bottom of the People screen.

Address Button

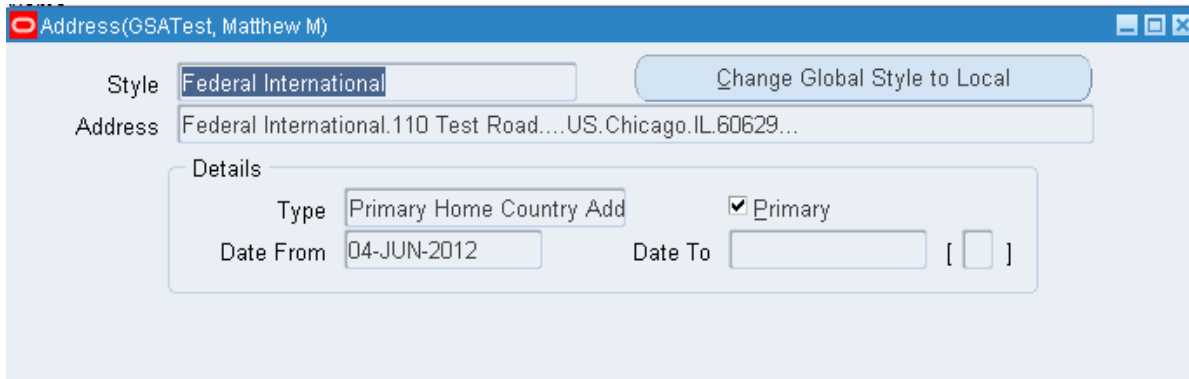
Step 1 - Click on the “Address”  button.



The screenshot shows the 'People' window with the 'Address' button highlighted. The window contains the following fields and sections:

- Name:** Last (GSATest), First (Matthew), Title, Prefix, Suffix, Middle (M).
- Gender:** Male (dropdown), Action (dropdown).
- Person Type for Action:** (dropdown).
- Person Types:** Employee.Ex-applicant (text box).
- Identification:** Employee (dropdown), 26426 (text box), Social Security (text box).
- Personal / Office Details / Further Name:** Office, Location, Mailstop, Email, Mail To.
- Effective Dates:** From (17-JUN-2012), To (text box), Latest Start Date (17-JUN-2012) [] [].
- Buttons:** Address (highlighted), Extra Information, Special Info, Assignment, Others...

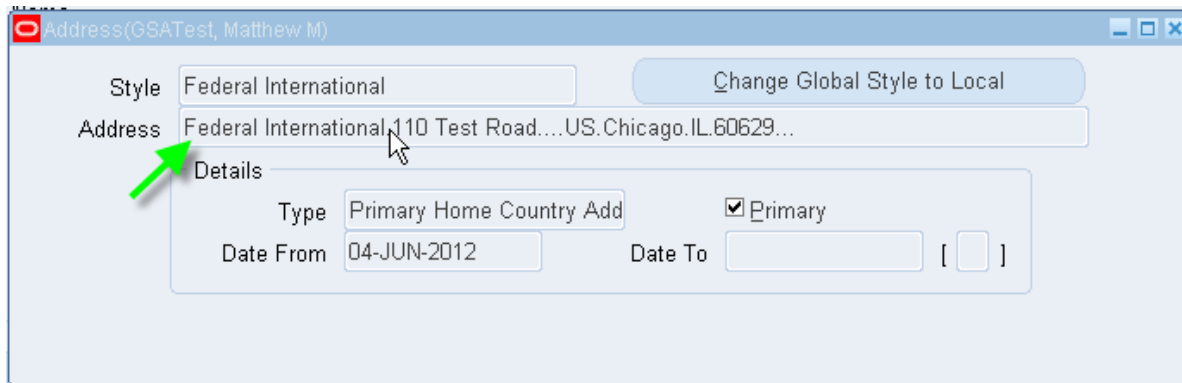
The “Address” window opens.



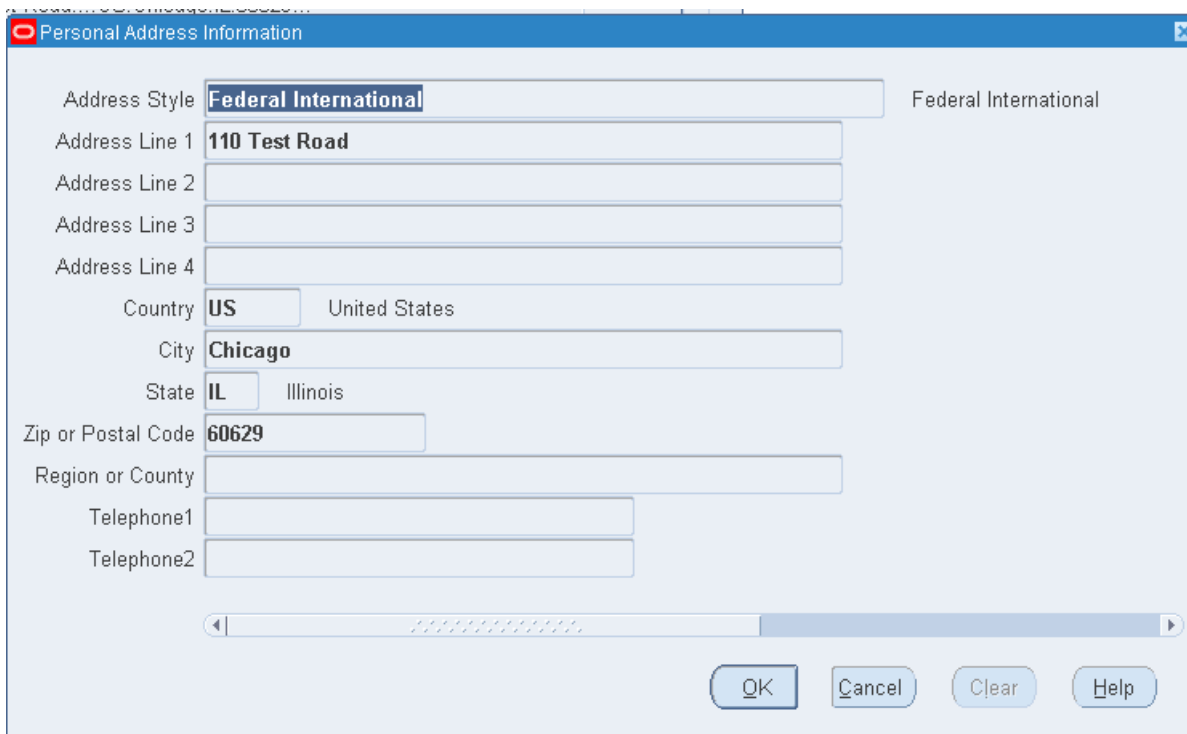
The screenshot shows the 'Address(GSATest, Matthew M)' window with the following fields and sections:

- Style:** Federal International (dropdown), Change Global Style to Local (button).
- Address:** Federal International.110 Test Road...US.Chicago.IL.60629... (text box).
- Details:** Type (Primary Home Country Add), Primary (checked checkbox), Date From (04-JUN-2012), Date To (text box) [] [].

Step 2 - To see the address attributes, click in the **“Address”** field



The **“Personal Address Information”** window appears.



Step 3 - To close the “**Personal Address Information**” window, click the “**OK**” button.



Personal Address Information

Address Style **Federal International** Federal International

Address Line 1 **110 Test Road**

Address Line 2

Address Line 3

Address Line 4

Country **US** United States

City **Chicago**

State **IL** Illinois

Zip or Postal Code **60629**

Region or County

Telephone1

Telephone2

OK Cancel Clear Help

You're back to the “**Address**” window.

Address(GSATest, Matthew M)

Style **Federal International** Change Global Style to Local

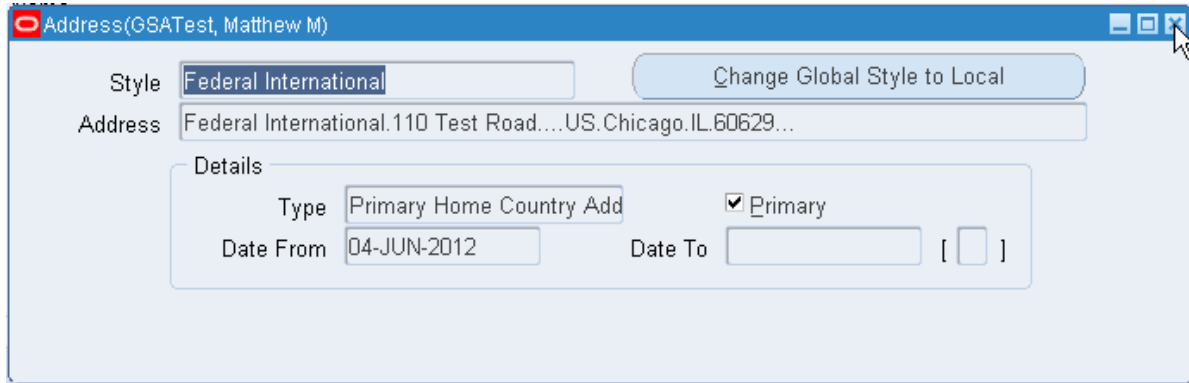
Address **Federal International.110 Test Road...US.Chicago.IL.60629...**

Details

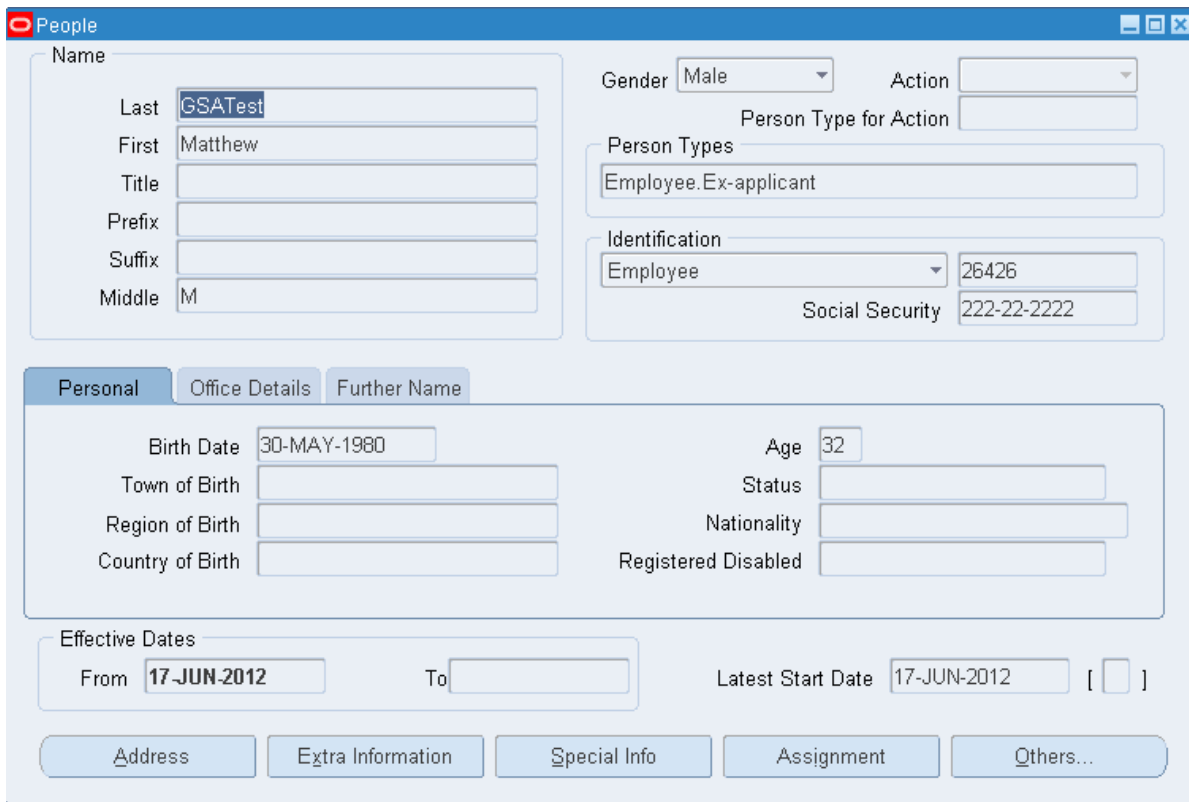
Type **Primary Home Country Add** Primary

Date From **04-JUN-2012** Date To [] []

Step 4 - To close the “**Address**” window, click on the “**Close**”  icon in the upper right hand corner of the window.

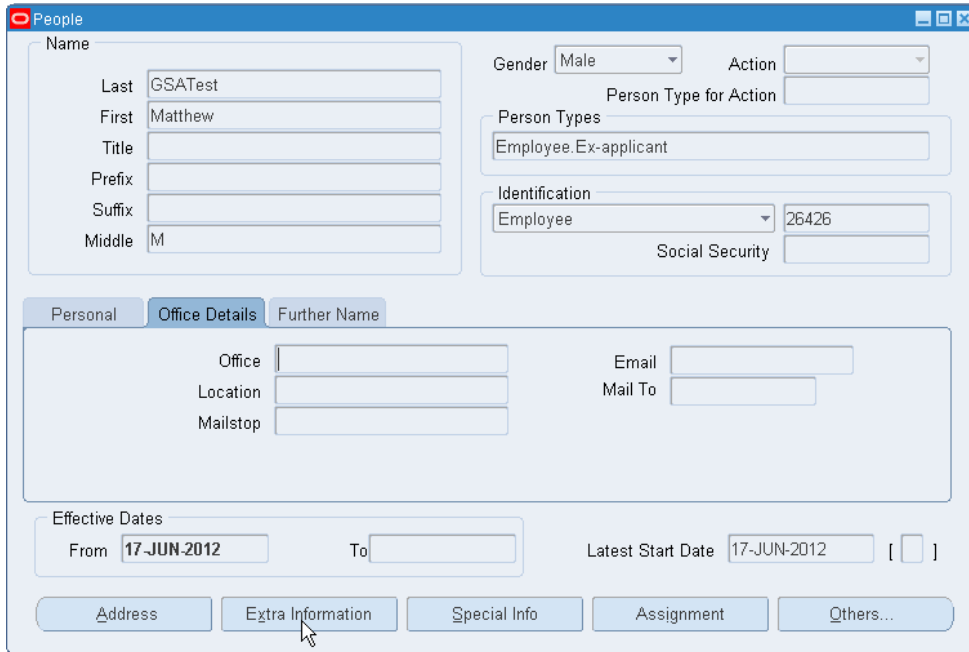


You're back to the “**People**” window.



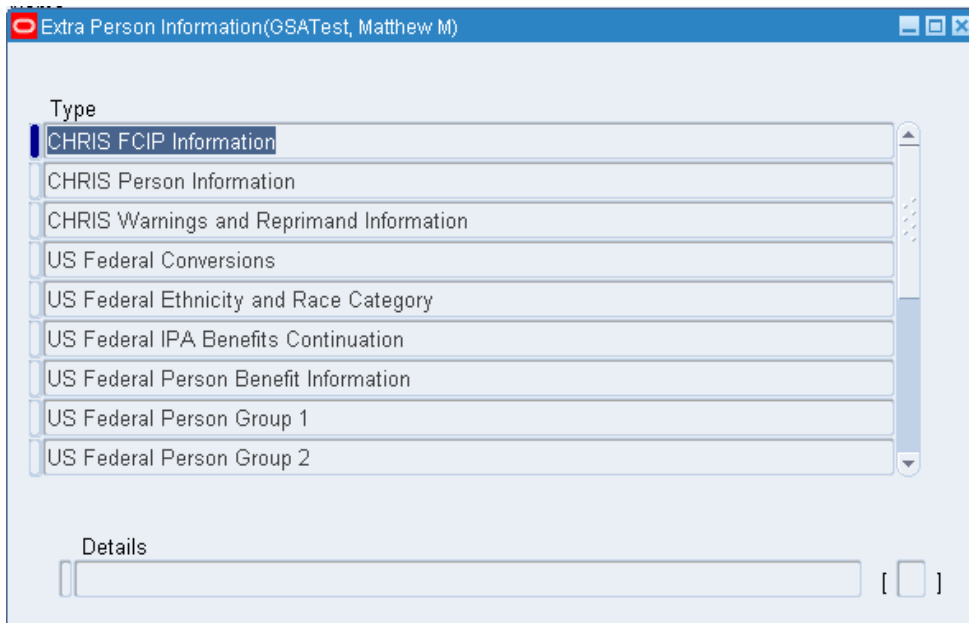
Extra Information Button

Step 1 - To see the employee's "Extra Information" attributes, click on the "Extra Information"  button.



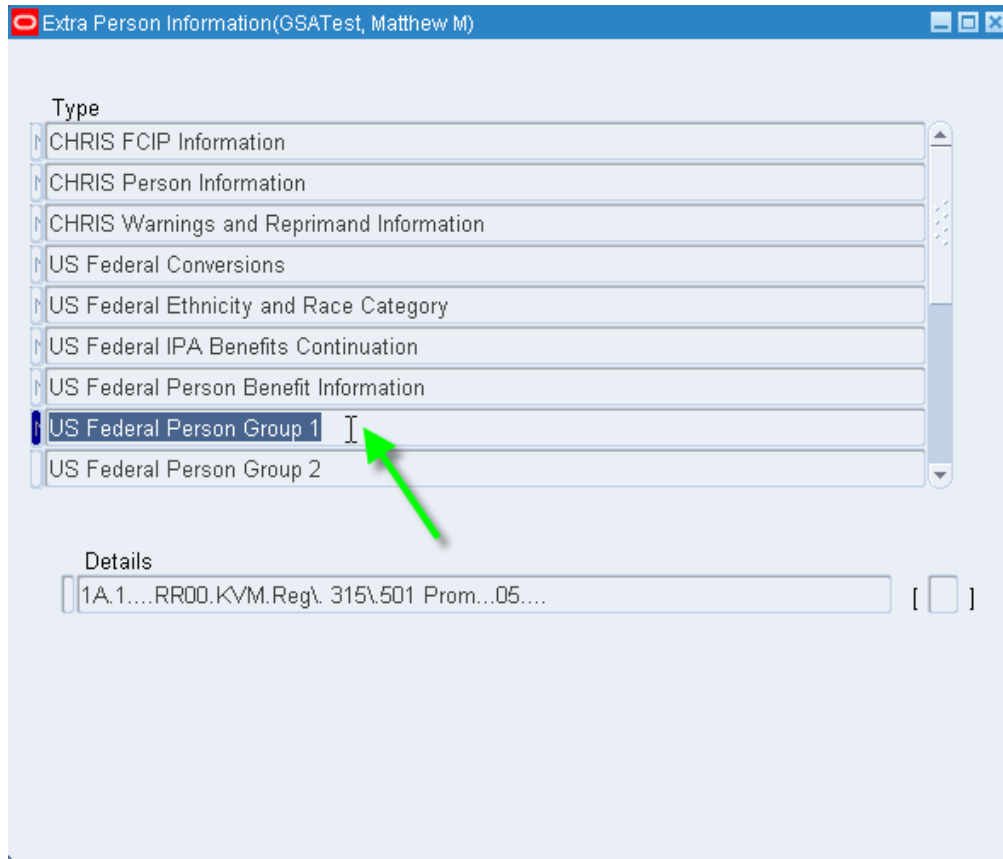
The screenshot shows a window titled "People" with a blue header. The main area contains several input fields and dropdown menus. The "Name" section includes fields for Last (GSATest), First (Matthew), Title, Prefix, Suffix, and Middle (M). The "Gender" dropdown is set to "Male". The "Action" dropdown is empty. The "Person Types" section has a dropdown set to "Employee.Ex-applicant". The "Identification" section has a dropdown set to "Employee" and a text field containing "26426". The "Social Security" field is empty. Below these fields are three tabs: "Personal", "Office Details", and "Further Name". The "Office Details" tab is active, showing fields for Office, Location, Mailstop, Email, and Mail To. The "Effective Dates" section has a "From" field set to "17-JUN-2012" and a "To" field. The "Latest Start Date" field is set to "17-JUN-2012". At the bottom, there are five buttons: "Address", "Extra Information" (highlighted with a mouse cursor), "Special Info", "Assignment", and "Others...".

The "Extra Person Information" window opens.

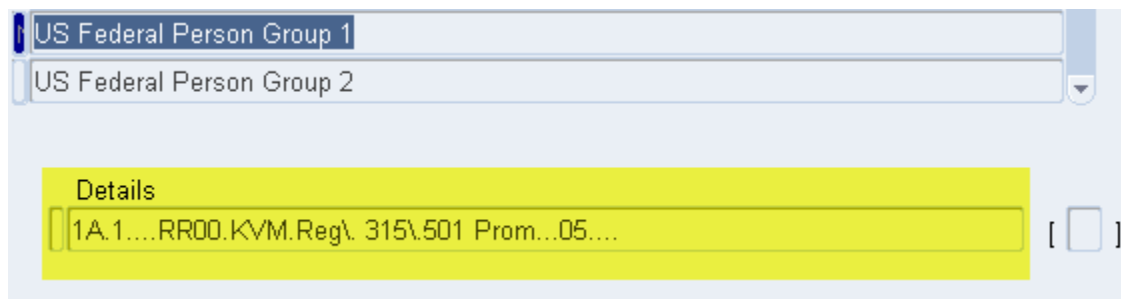


The screenshot shows a window titled "Extra Person Information(GSATest, Matthew M)" with a blue header. The main area contains a list of information types under the heading "Type". The list items are: "CHRIS FCIP Information" (highlighted), "CHRIS Person Information", "CHRIS Warnings and Reprimand Information", "US Federal Conversions", "US Federal Ethnicity and Race Category", "US Federal IPA Benefits Continuation", "US Federal Person Benefit Information", "US Federal Person Group 1", and "US Federal Person Group 2". Below the list is a "Details" section with a text field and a dropdown menu.

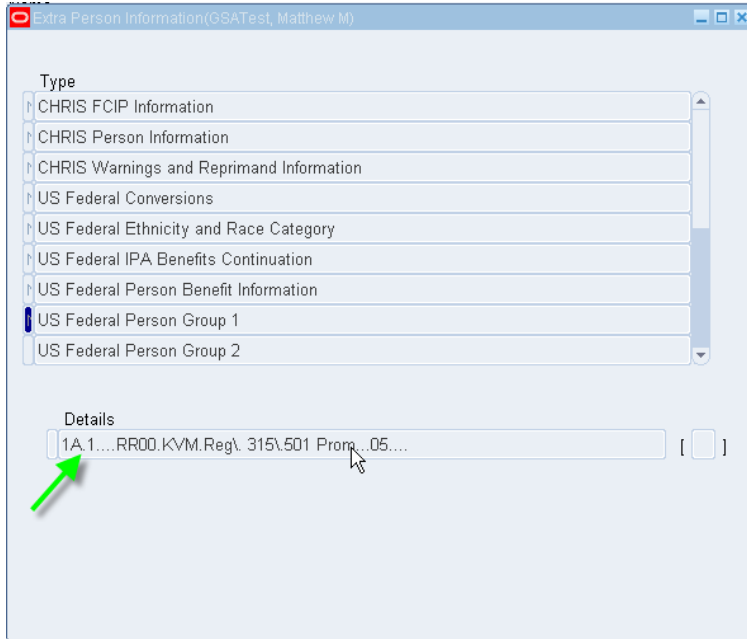
Step 2 - To see the attributes associated with each of the “**Extra Person Information Types**” (i.e., US Federal Person Group 1, US Federal Person Group 2, etc.) click the “**Type**” you have an interest in viewing.



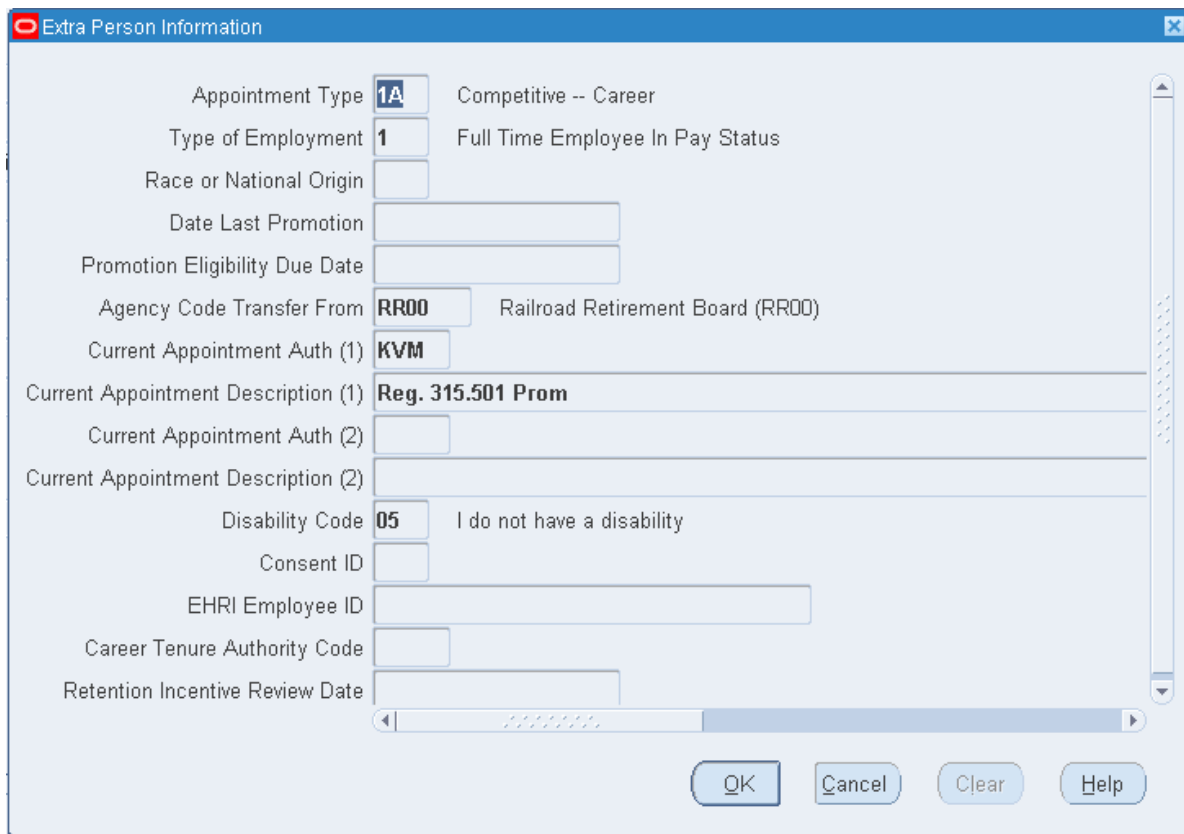
The “**Details**” field at the bottom of the window populates.



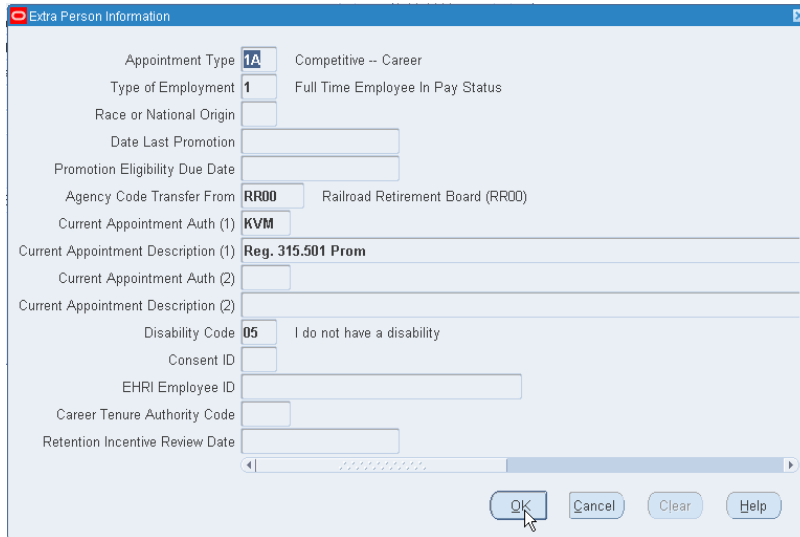
Step 3 - Click in the “Details” field.



The “**Extra Person Information**” window appears, specific to the “**Extra Person Information Type**” (i.e., **US Federal Person Group 1**) that was selected.



Step 4 - To close the “Extra Person Information” window, click the “OK” button.

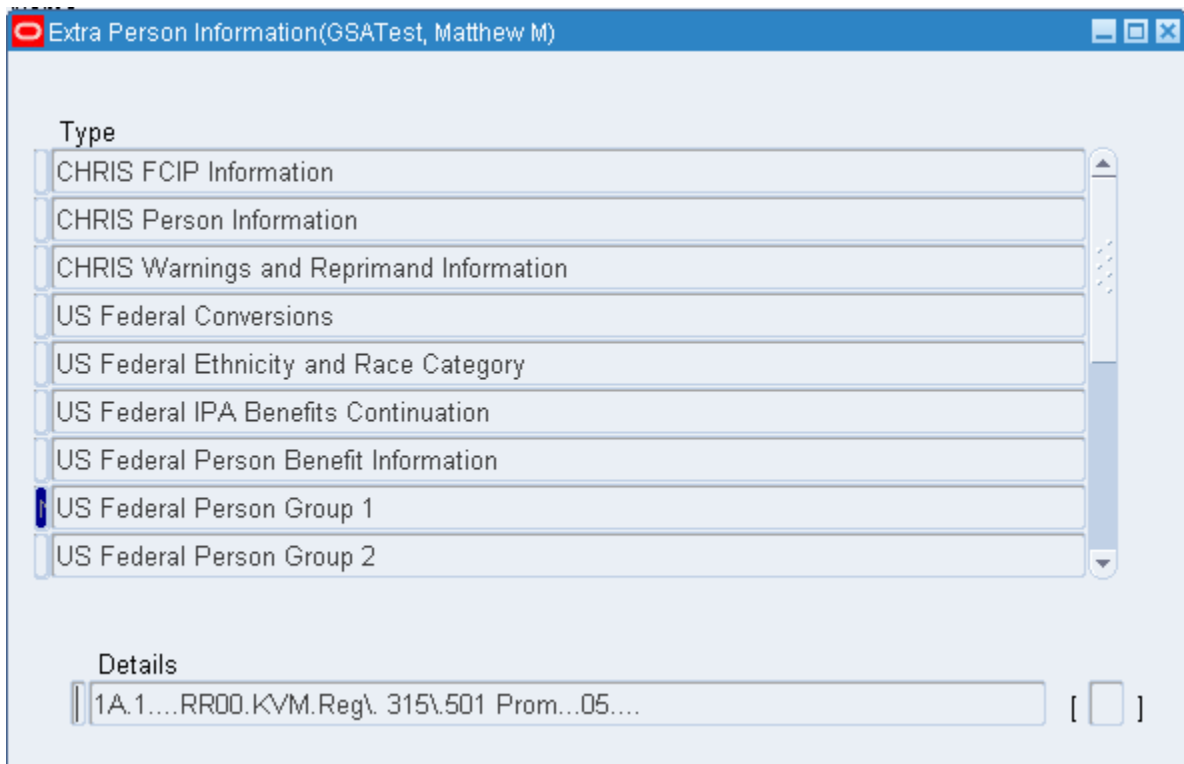


The screenshot shows a window titled "Extra Person Information" with the following fields and values:

- Appointment Type: 1A Competitive -- Career
- Type of Employment: 1 Full Time Employee In Pay Status
- Race or National Origin: [Empty]
- Date Last Promotion: [Empty]
- Promotion Eligibility Due Date: [Empty]
- Agency Code Transfer From: RR00 Railroad Retirement Board (RR00)
- Current Appointment Auth (1): KVM
- Current Appointment Description (1): Reg. 315.501 Prom
- Current Appointment Auth (2): [Empty]
- Current Appointment Description (2): [Empty]
- Disability Code: 05 I do not have a disability
- Consent ID: [Empty]
- EHRI Employee ID: [Empty]
- Career Tenure Authority Code: [Empty]
- Retention Incentive Review Date: [Empty]

At the bottom right, there are four buttons: OK, Cancel, Clear, and Help. A mouse cursor is pointing at the OK button.

The “Extra Person Information” window closes and you’re back to the “Extra Person Information Type” window.




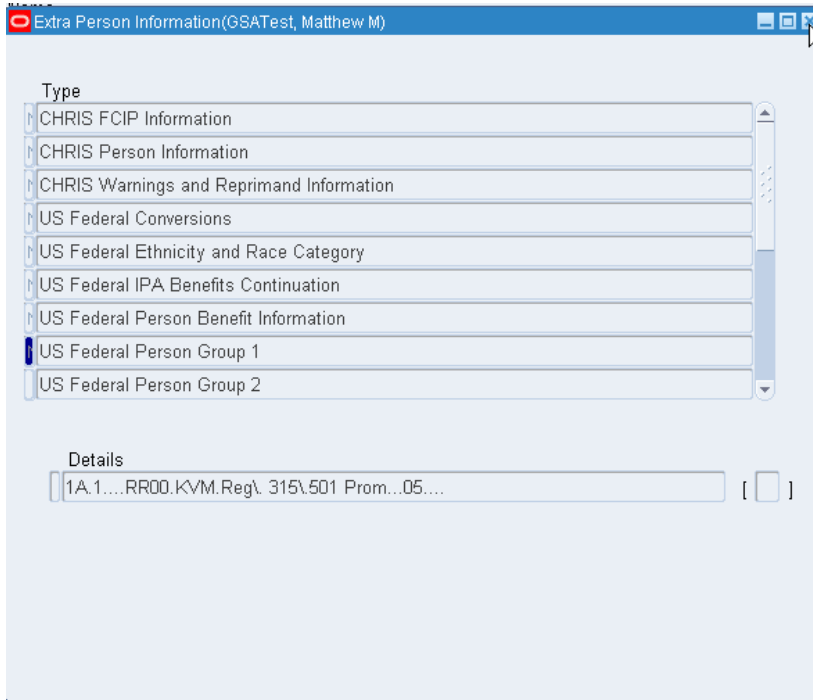
The screenshot shows a window titled "Extra Person Information(GSATest, Matthew M)". It contains a list of information types under the heading "Type":

- CHRIS FCIP Information
- CHRIS Person Information
- CHRIS Warnings and Reprimand Information
- US Federal Conversions
- US Federal Ethnicity and Race Category
- US Federal IPA Benefits Continuation
- US Federal Person Benefit Information
- US Federal Person Group 1 (Selected)
- US Federal Person Group 2

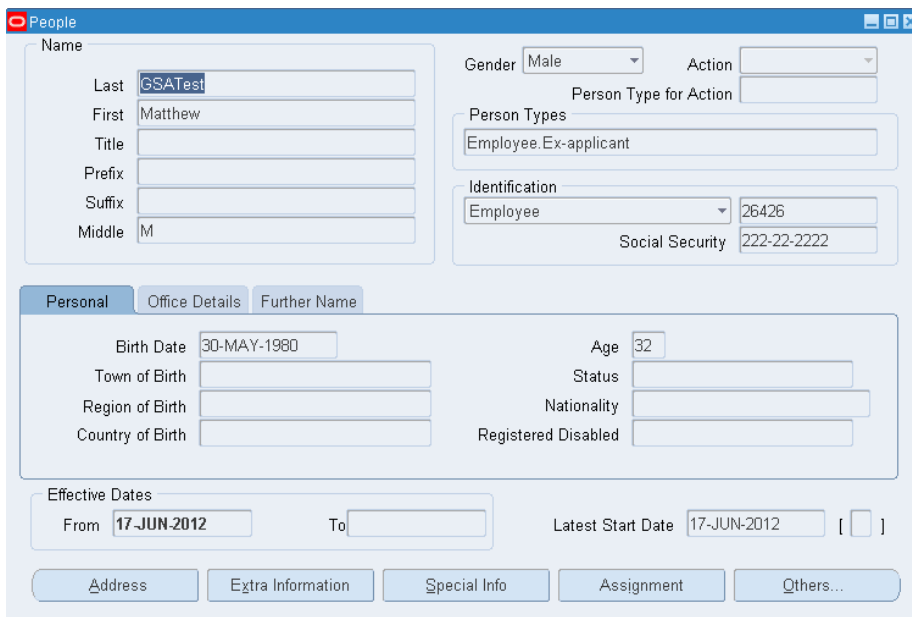
Below the list is a "Details" section with a text box containing the value: "1A.1....RR00.KVM.Reg\ 315\501 Prom...05...." and a small square icon to its right.

Step 5 - To view the person attributes associated with each of the “**Extra Person Information Types**”, repeat steps 2-4.

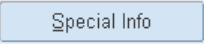
Step 6 - To close the “**Extra Person Information Type**” window, click on the “**Close**”  icon in the upper right corner of the window.

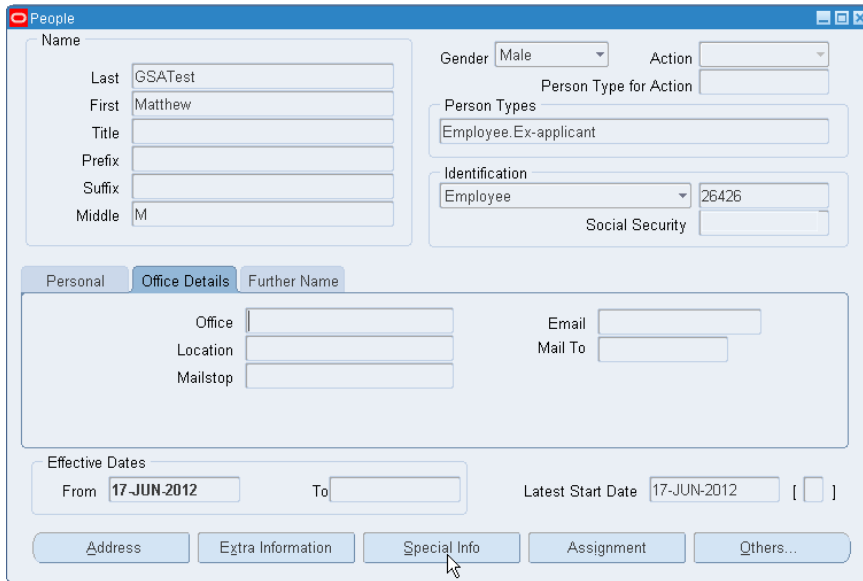


You're back to the “**People**” window.



Special Info Button

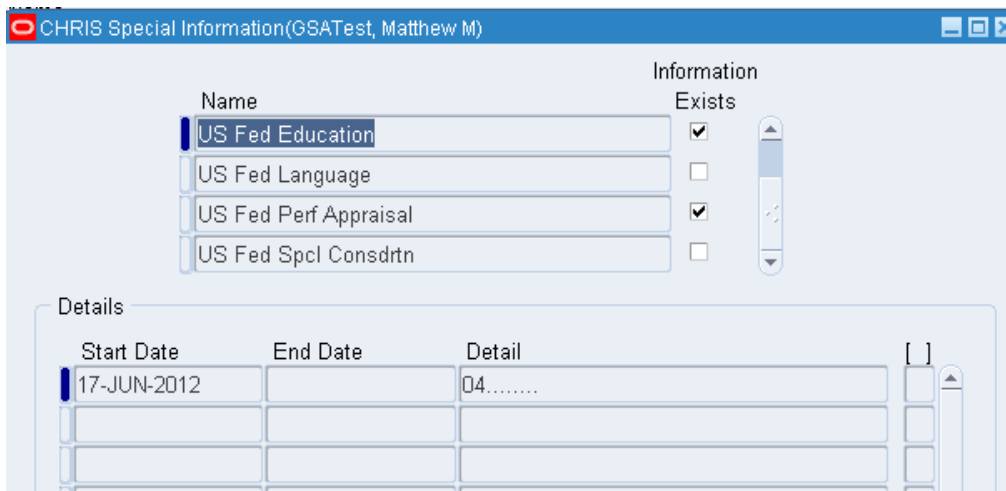
Step 1 - To see the employee's Education and Performance information, click on the "Special Info"  button.



The screenshot shows a 'People' window with the following fields:

- Name: Last (GSATest), First (Matthew), Title, Prefix, Suffix, Middle (M)
- Gender: Male, Action: [dropdown]
- Person Types: Employee.Ex-applicant
- Identification: Employee, 26426, Social Security: [empty]
- Office Details: Office, Location, Mailstop, Email, Mail To
- Effective Dates: From (17-JUN-2012), To, Latest Start Date (17-JUN-2012)
- Buttons: Address, Extra Information, **Special Info**, Assignment, Others...

The "CHRIS Special Information" window opens.



The screenshot shows the 'CHRIS Special Information' window with the following sections:

- Information table:

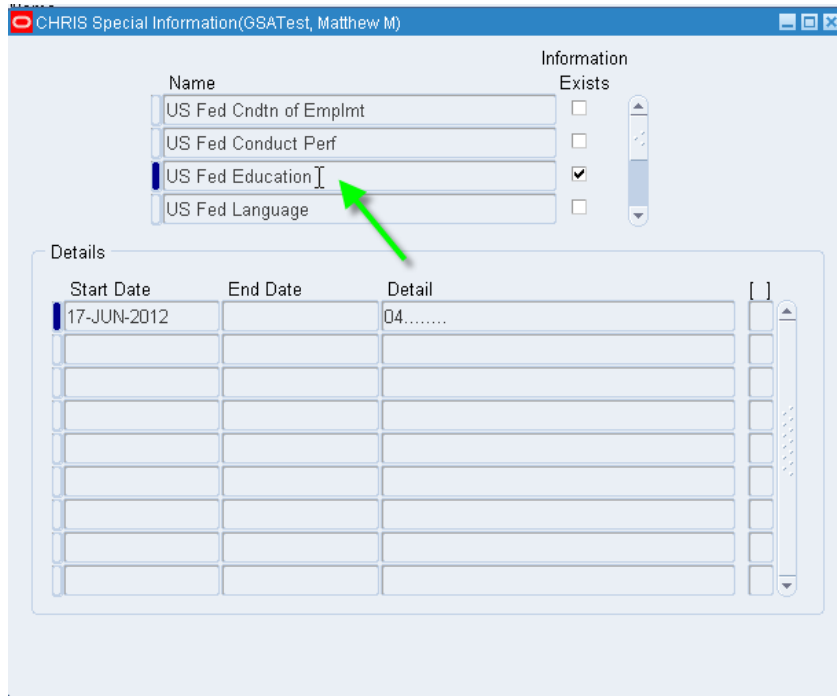
| Name | Exists |
|-----------------------|-------------------------------------|
| US Fed Education | <input checked="" type="checkbox"/> |
| US Fed Language | <input type="checkbox"/> |
| US Fed Perf Appraisal | <input checked="" type="checkbox"/> |
| US Fed Spcl Consdrtn | <input type="checkbox"/> |

- Details table:

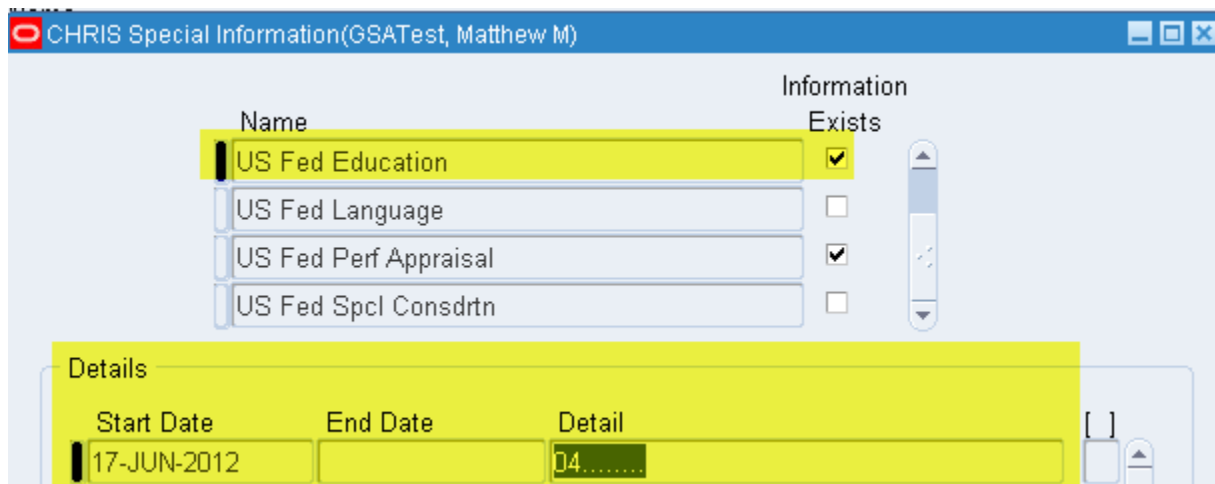
| Start Date | End Date | Detail |
|-------------|----------|---------|
| 17-JUN-2012 | | 04..... |
| | | |
| | | |

Step 2 - To see the attributes associated with each of the “**CHRIS Special Information Name**” (i.e., US Fed Education, US Fed Perf Appraisal) click the “**Name**” you have an interest in.

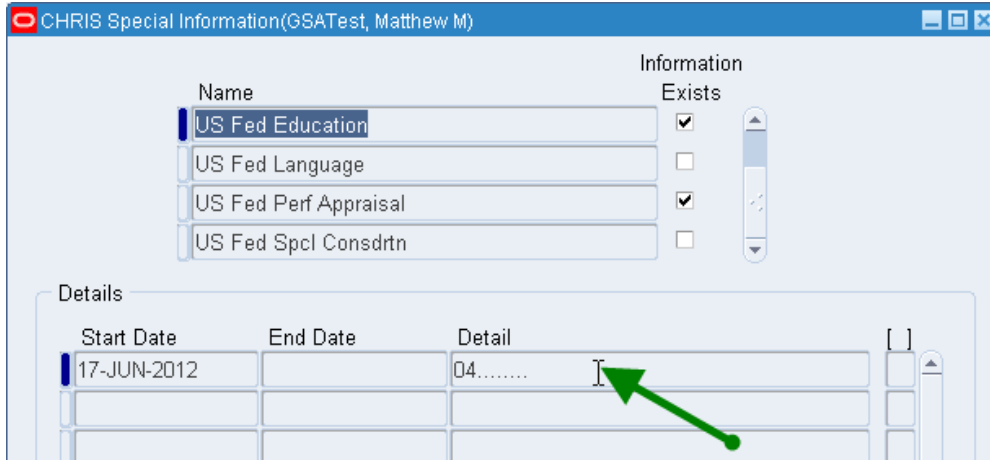
Note: A checked box next to the “**Name**” signifies that information exists for that item.



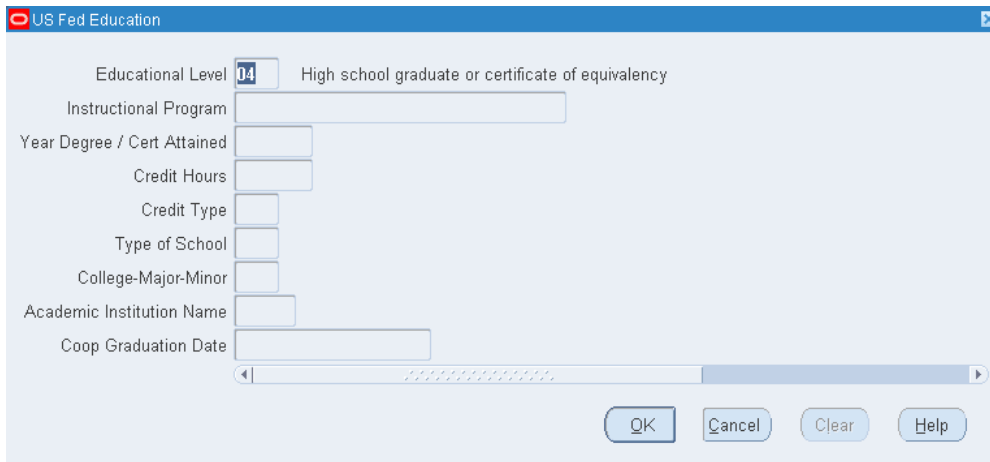
The “**Details**” window (i.e., US Fed Education) populates.



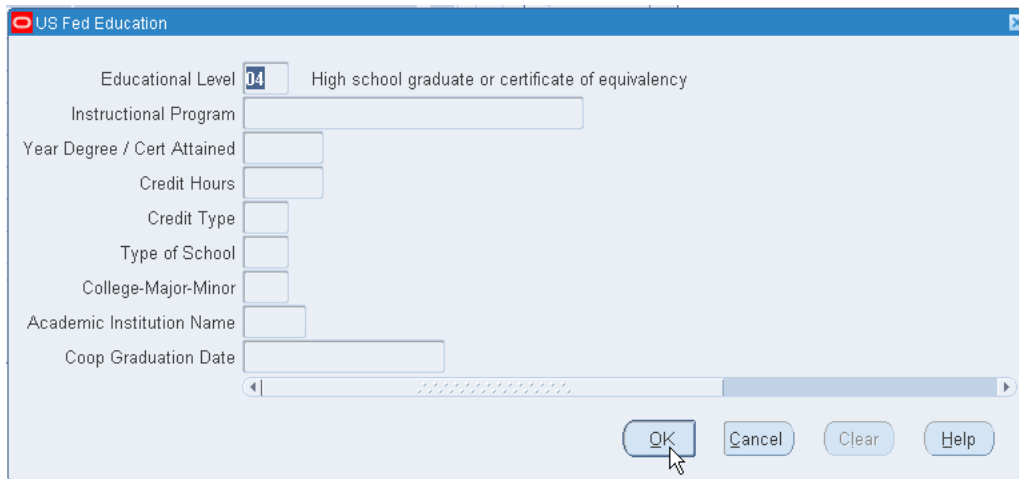
Step 3 - Click in the “Detail” field.



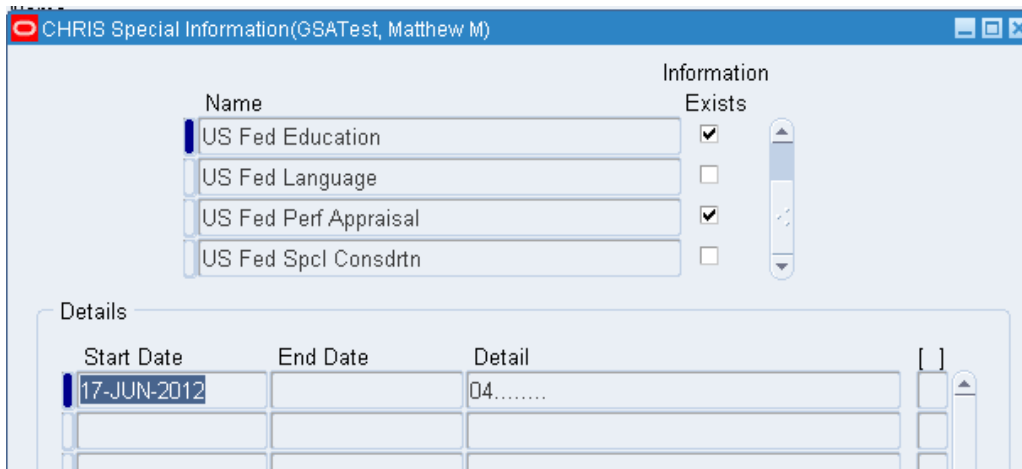
The details for the specific “CHRIS Special Information Name” selected appear.



Step 4 - To close the “US Fed Education” window, click the “OK”  button.

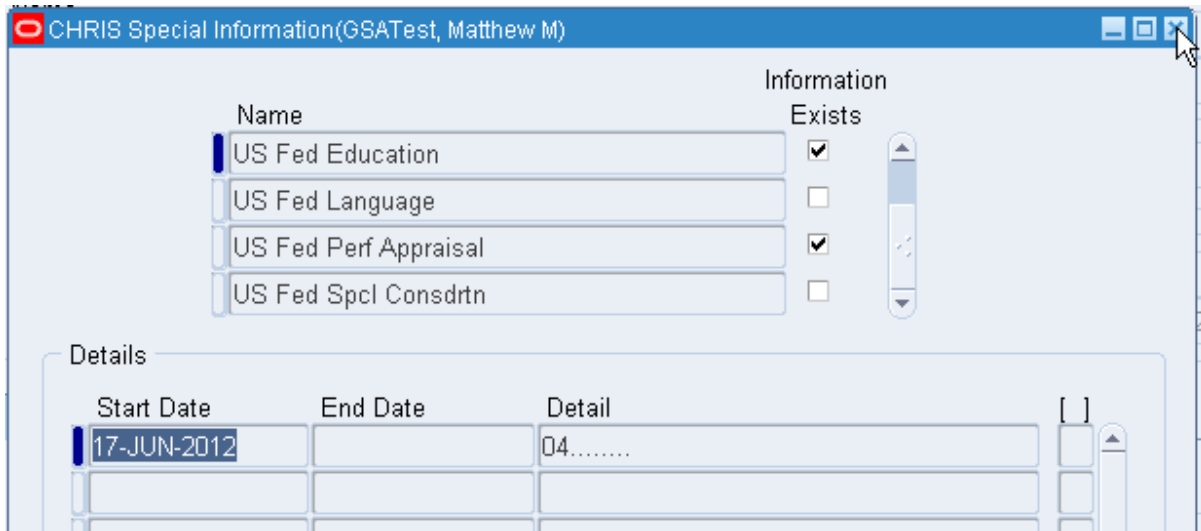


The “US Fed Education” window closes and you’re back to the “CHRIS Special Information Name” window.

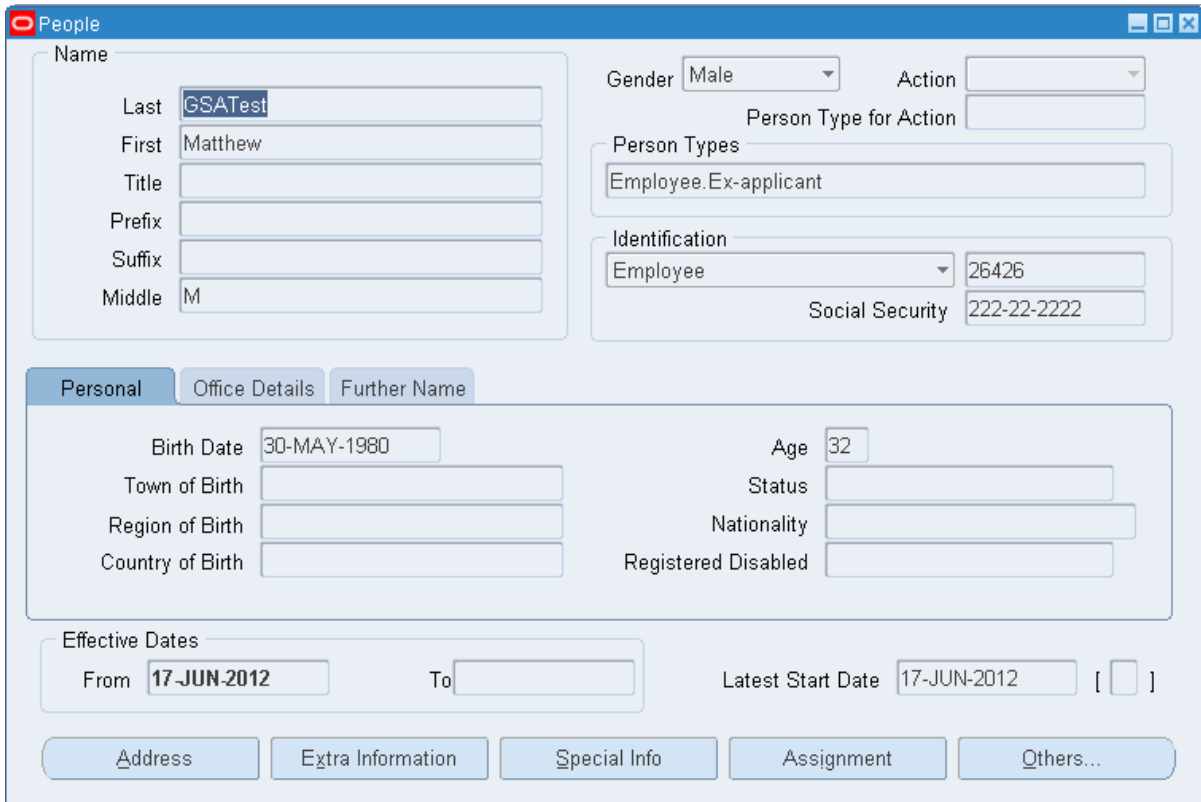


Step 5 - To view the position attributes associated with any of the other “CHRIS Special Information Name” items, repeat steps 2-4.

Step 6 - To close the “CHRIS Special Information” window, click on the “Close”  icon in the upper right corner of the window.

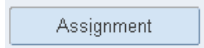


You're back to the “**People**” window.

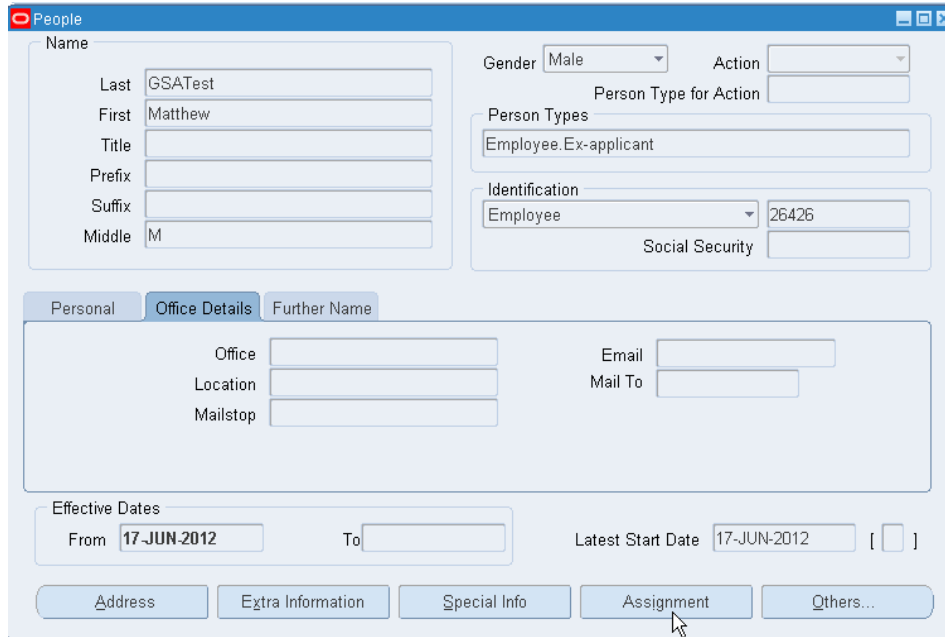


Assignment Button

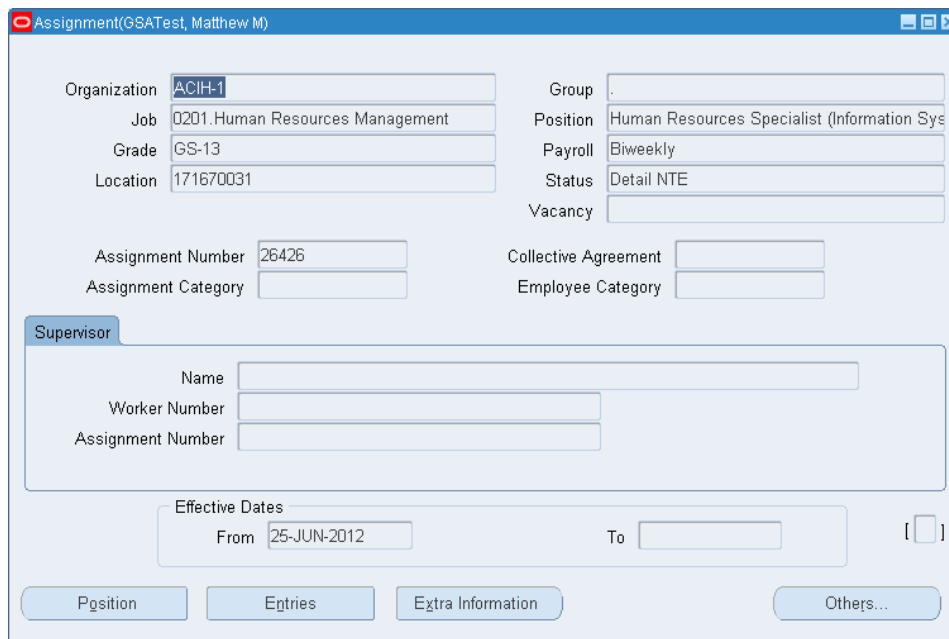
Step 1 - To see the employee's "Assignment" information, click on the "Assignment" button.



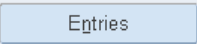
button.

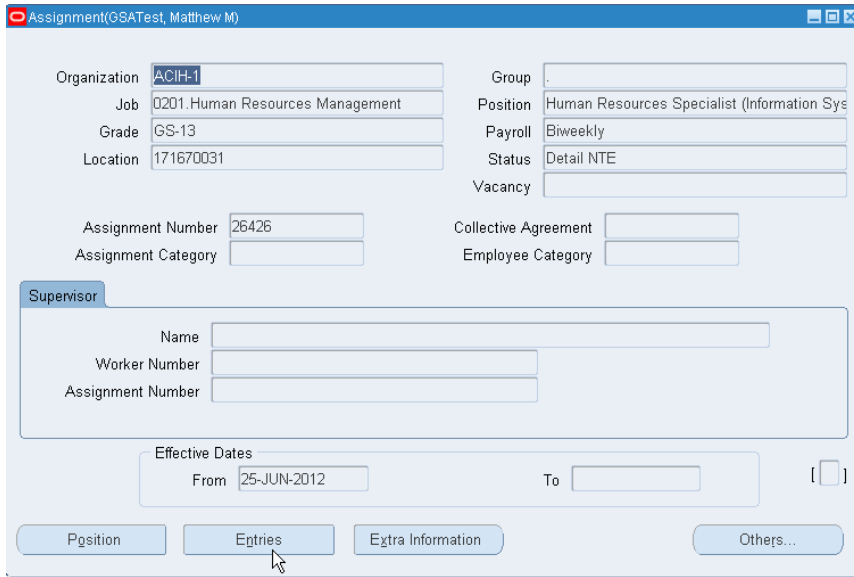
A screenshot of a software window titled "People". It contains several input fields for personal and office information. The "Name" section includes fields for Last (GSATest), First (Matthew), Title, Prefix, Suffix, and Middle (M). The "Gender" is set to "Male" and "Action" is a dropdown menu. "Person Types" includes "Employee.Ex-applicant". "Identification" includes "Employee" and "26426". "Social Security" is empty. Below these are tabs for "Personal", "Office Details", and "Further Name". The "Office Details" section includes fields for Office, Location, Mailstop, Email, and Mail To. "Effective Dates" shows "From 17-JUN-2012" and "To" empty, with "Latest Start Date 17-JUN-2012". At the bottom are buttons for "Address", "Extra Information", "Special Info", "Assignment", and "Others...". A mouse cursor is pointing at the "Assignment" button.

The "Assignment" window opens.

A screenshot of a software window titled "Assignment(GSATest, Matthew M)". It displays assignment details in a grid-like format. Fields include Organization (ACIH-1), Job (0201.Human Resources Management), Grade (GS-13), Location (171670031), Group (.), Position (Human Resources Specialist (Information Sys), Payroll (Biweekly), Status (Detail NTE), and Vacancy. Below these are fields for Assignment Number (26426), Assignment Category, Collective Agreement, and Employee Category. A "Supervisor" section has fields for Name, Worker Number, and Assignment Number. "Effective Dates" shows "From 25-JUN-2012" and "To" empty. At the bottom are buttons for "Position", "Entries", "Extra Information", and "Others...".

Step 2 - To see the attributes associated with the employee's position, reference the "WMT User Guide - Position Navigation".

Step 3 - To see the attributes associated with the employee's pay and benefits information, click on the "Entries"  button.



Assignment(QSAtest, Matthew M)

Organization: ACIH-1
 Job: 0201.Human Resources Management
 Grade: GS-13
 Location: 171670031

Group: .
 Position: Human Resources Specialist (Information Sys
 Payroll: Biweekly
 Status: Detail NTE
 Vacancy:

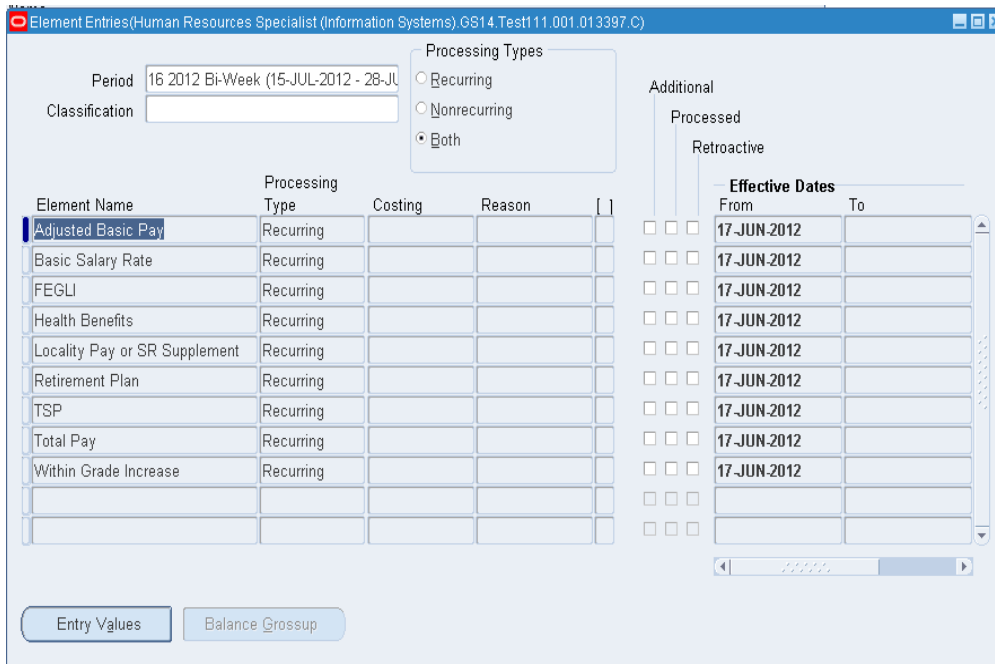
Assignment Number: 26426
 Assignment Category:
 Collective Agreement:
 Employee Category:

Supervisor
 Name:
 Worker Number:
 Assignment Number:

Effective Dates
 From: 25-JUN-2012 To: []

Position Entries Extra Information Others...

The "Element Entries" window opens.



Element Entries(Human Resources Specialist (Information Systems), GS14, Test111.001.013397.C)

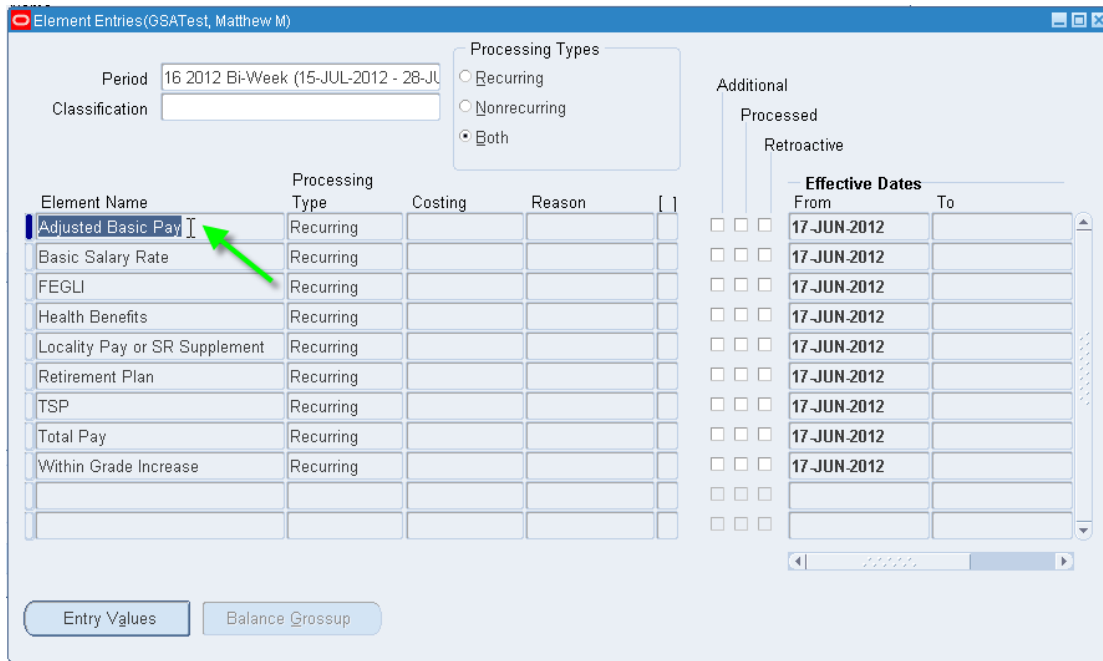
Period: 16 2012 Bi-Week (15-JUL-2012 - 28-JUL-2012)
 Classification:
 Processing Types:
 Recurring
 Nonrecurring
 Both

Additional
 Processed
 Retroactive

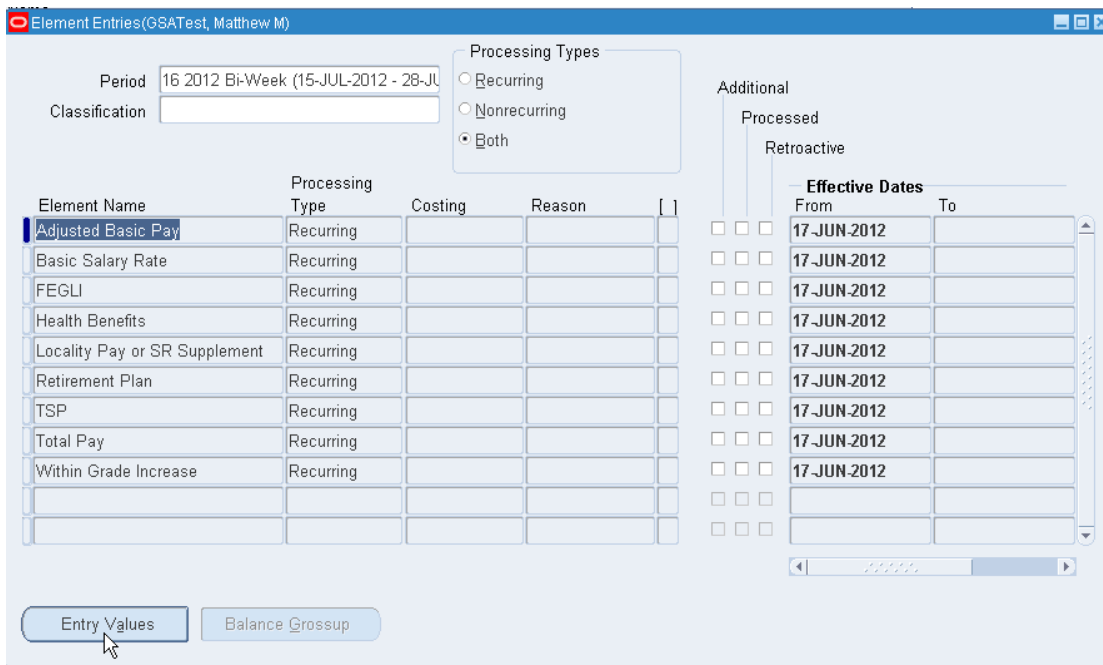
| Element Name | Processing Type | Costing | Reason | Effective Dates From | Effective Dates To |
|-------------------------------|-----------------|---------|--------|----------------------|--------------------|
| Adjusted Basic Pay | Recurring | | | 17 JUN 2012 | |
| Basic Salary Rate | Recurring | | | 17 JUN 2012 | |
| FEGLI | Recurring | | | 17 JUN 2012 | |
| Health Benefits | Recurring | | | 17 JUN 2012 | |
| Locality Pay or SR Supplement | Recurring | | | 17 JUN 2012 | |
| Retirement Plan | Recurring | | | 17 JUN 2012 | |
| TSP | Recurring | | | 17 JUN 2012 | |
| Total Pay | Recurring | | | 17 JUN 2012 | |
| Within Grade Increase | Recurring | | | 17 JUN 2012 | |
| | | | | | |
| | | | | | |

Entry Values Balance Grossup

Step 4 - To see the attributes associated with each of the “**Element Entries Names**” (i.e., Adjusted Basic Pay, Basic Salary Rate, FEGLI, etc.), click in the “**Element Name**” you have an interest in.



Step 5 – Click on the “**Entry Values**”  button.



The **“Entry Values”** window, specific to the **“Element Entries Name”** selected opens.

Entry Values(Human Resources Specialist (Information Sy...))


Amount 89664

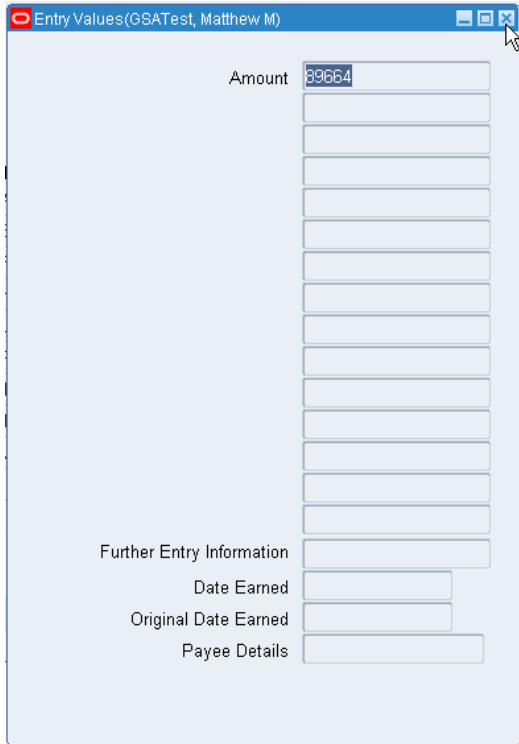
Further Entry Information

Date Earned

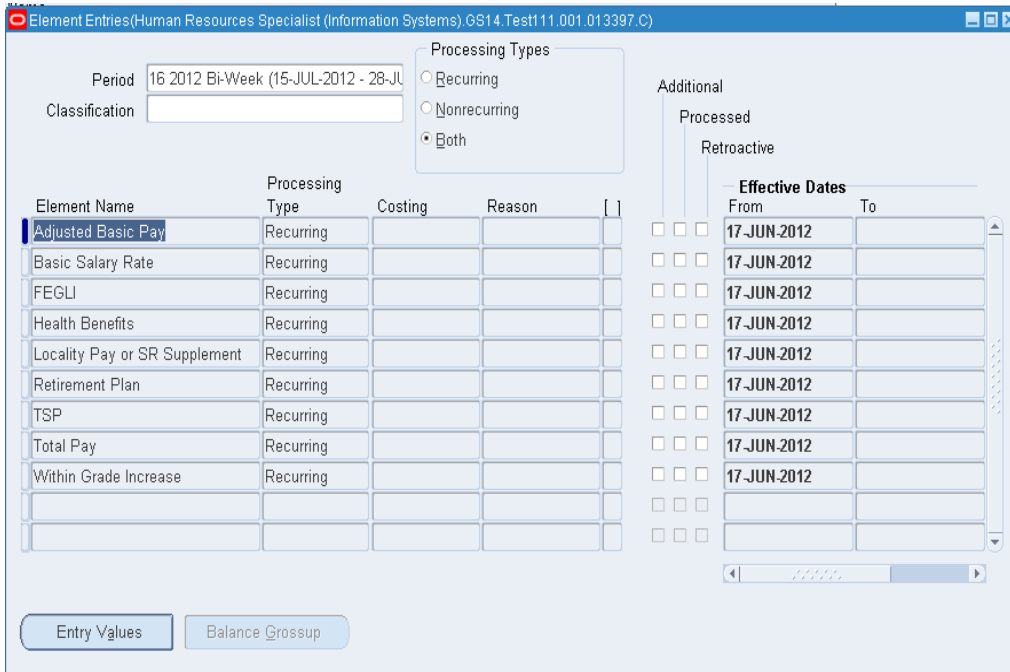
Original Date Earned

Payee Details


Step 6 - To close the “**Entry Values**” window, click on the “**Close**”  icon in the upper right corner of the window.

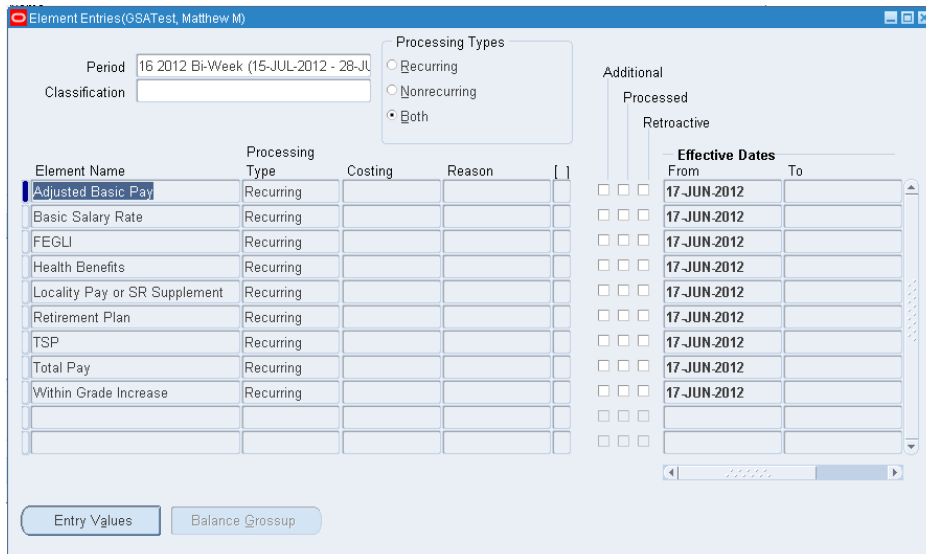


The “**Entry Values**” window closes and you’re back to the “**Element Entries**” window.



Step 7 - To view the attributes associated with each of the “Element Entries Names”, repeat steps 4-6.

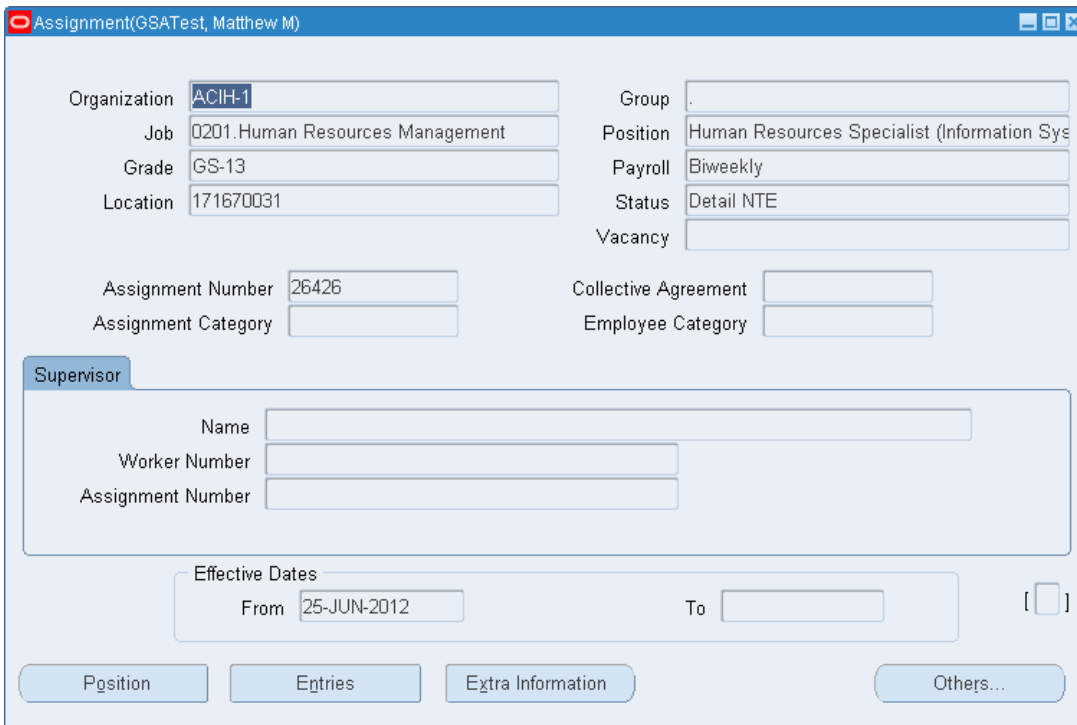
Step 8 - To close the “Element Entries” window, click on the “Close”  icon in the upper right corner of the window.



The screenshot shows the 'Element Entries' window for 'GSATest, Matthew M'. It features a table with columns for Element Name, Processing Type, Costing, Reason, and Effective Dates. The 'Effective Dates' column is expanded to show a list of dates from 17-JUN-2012 to 17-JUN-2012. The 'Processing Types' section includes radio buttons for Recurring, Nonrecurring, and Both. The 'Additional' section includes checkboxes for Processed and Retroactive. At the bottom, there are buttons for 'Entry Values' and 'Balance Grossup'.

| Element Name | Processing Type | Costing | Reason | Effective Dates |
|-------------------------------|-----------------|---------|--------|-----------------|
| Adjusted Basic Pay | Recurring | | | 17-JUN-2012 |
| Basic Salary Rate | Recurring | | | 17-JUN-2012 |
| FEGLI | Recurring | | | 17-JUN-2012 |
| Health Benefits | Recurring | | | 17-JUN-2012 |
| Locality Pay or SR Supplement | Recurring | | | 17-JUN-2012 |
| Retirement Plan | Recurring | | | 17-JUN-2012 |
| TSP | Recurring | | | 17-JUN-2012 |
| Total Pay | Recurring | | | 17-JUN-2012 |
| Within Grade Increase | Recurring | | | 17-JUN-2012 |

It will return you to the “Assignment” window.



The screenshot shows the 'Assignment' window for 'GSATest, Matthew M'. It contains several input fields for organization, job, grade, location, group, position, payroll, status, vacancy, assignment number, and assignment category. There is also a section for 'Supervisor' with fields for Name, Worker Number, and Assignment Number. At the bottom, there are buttons for 'Position', 'Entries', 'Extra Information', and 'Others...'. The 'Effective Dates' section shows a 'From' date of 25-JUN-2012 and an empty 'To' field.

Step 9 - To see the attributes associated with the employee's assignment, click on the **"Extra Information"** button.

Assignment(GSATest, Matthew M)

| | | | |
|---------------------|---------------------------------|----------------------|---|
| Organization | ACIH-1 | Group | . |
| Job | 0201.Human Resources Management | Position | Human Resources Specialist (Information Sys |
| Grade | GS-13 | Payroll | Biweekly |
| Location | 171670031 | Status | Active Appointment |
| | | Vacancy | |
| Assignment Number | 26426 | Collective Agreement | |
| Assignment Category | | Employee Category | |

Supervisor

| | |
|-------------------|--|
| Name | |
| Worker Number | |
| Assignment Number | |

Effective Dates

| | | | |
|------|-------------|----|--|
| From | 17-JUN-2012 | To | |
|------|-------------|----|--|

The **"Extra Assignment Information"** window opens.

Extra Assignment Information(Human Resources Specialist (Information Systems).GS14.Test1)

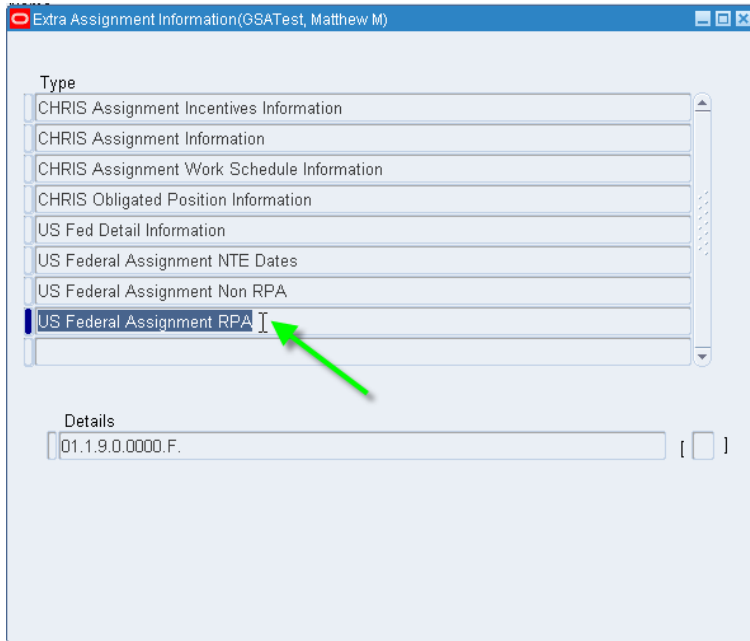
Type

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | CHRIS Assignment Incentives Information |
| <input type="checkbox"/> | CHRIS Assignment Information |
| <input type="checkbox"/> | CHRIS Assignment Work Schedule Information |
| <input type="checkbox"/> | CHRIS Obligated Position Information |
| <input type="checkbox"/> | US Fed Detail Information |
| <input type="checkbox"/> | US Federal Assignment NTE Dates |
| <input type="checkbox"/> | US Federal Assignment Non RPA |
| <input type="checkbox"/> | US Federal Assignment RPA |
| <input type="checkbox"/> | |

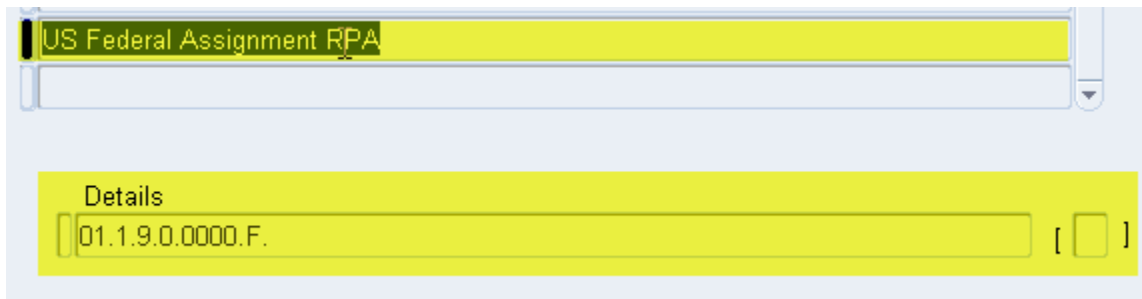
Details

| | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="checkbox"/> | | <input type="checkbox"/> |
| <input type="checkbox"/> | | <input type="checkbox"/> |

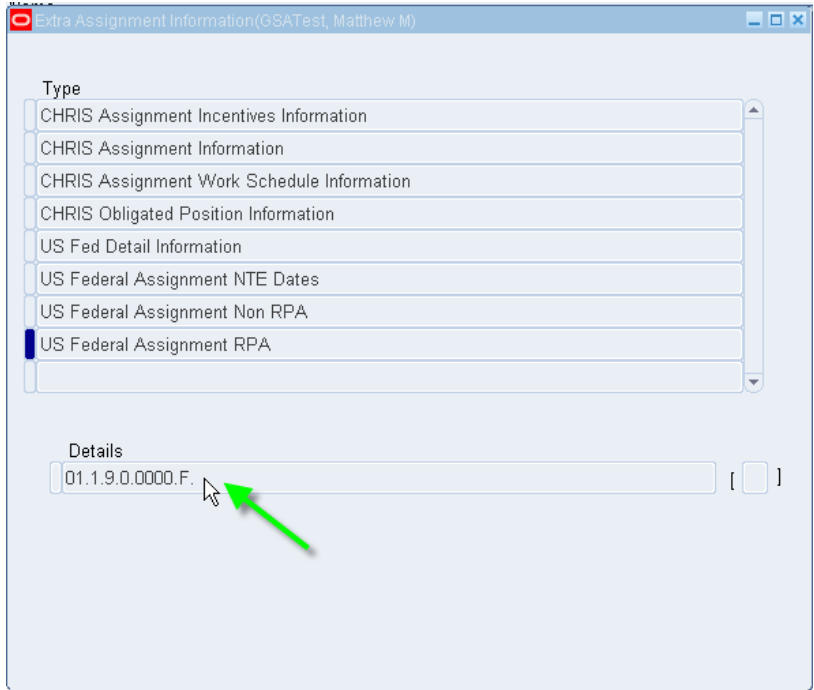
Step 10 - To see the assignment attributes associated with each of the “**Extra Assignment Information Types**” (i.e., CHRIS Assignment Incentive Information, US Fed Detail Information, US Federal Assignment RPA, etc.), click in the “**Type**” you have an interest in.



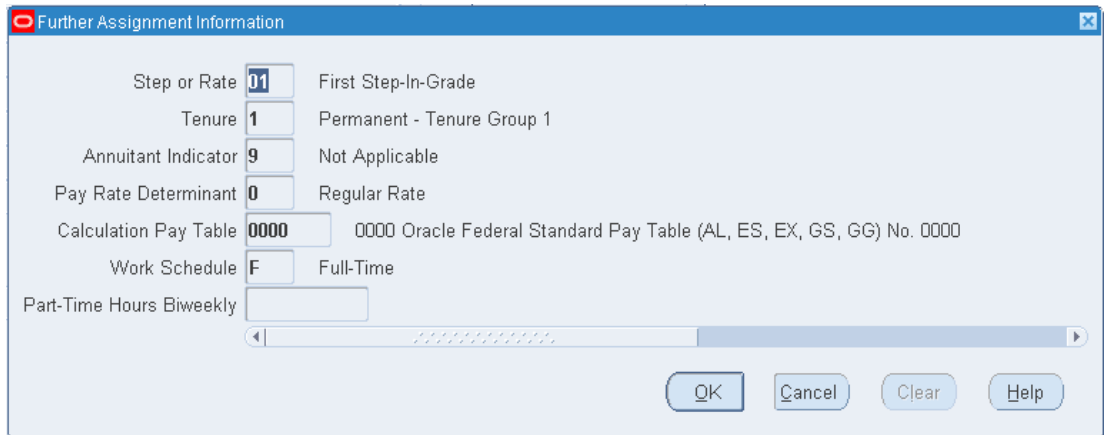
The “Details” window at the bottom of the window populates.



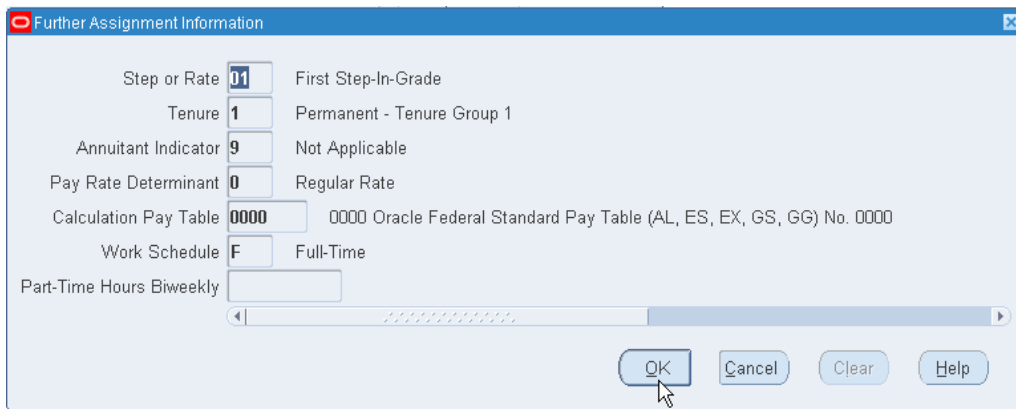
Step 11 - Click in the “Details” area.



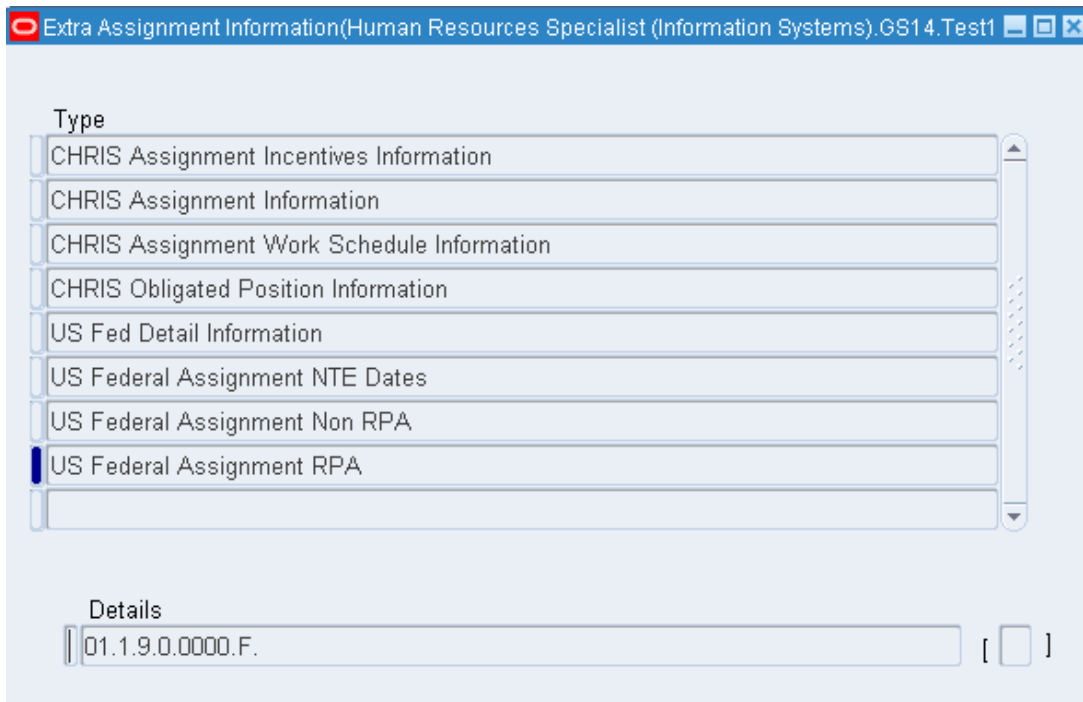
The “**Further Assignment Information**” window, specific to the “**Extra Assignment Information Type**” selected opens.



Step 12 - To close the “Further Assignment Information” window, click the “OK” button.

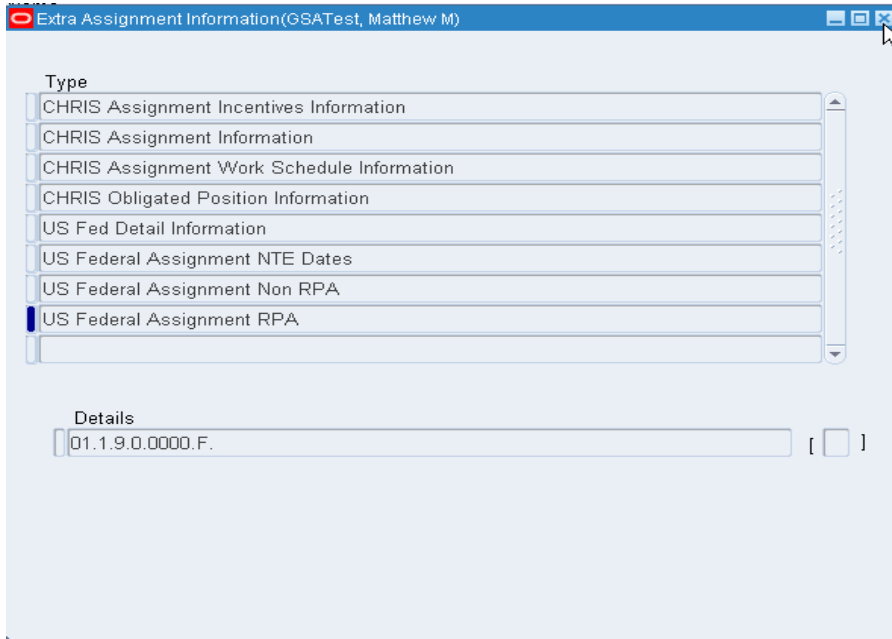


The “Further Assignment Information” window closes and you’re back to the “Extra Assignment Information” window.

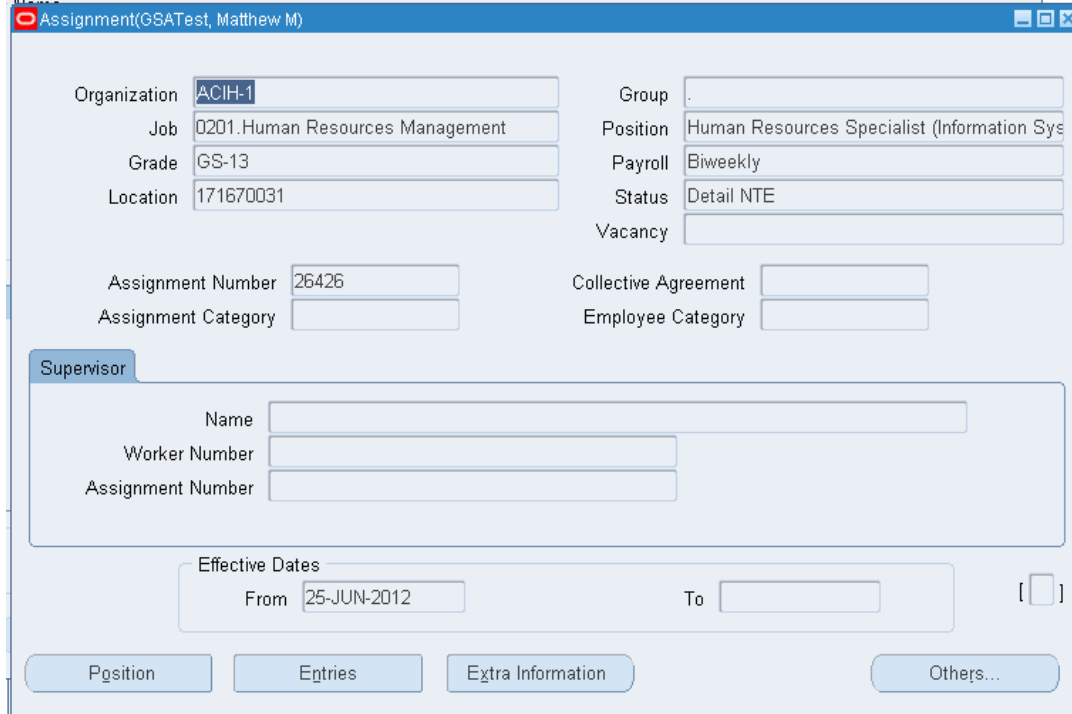



Step 13 - To view the position attributes associated with each of the “Extra Assignment Information Types”, repeat steps 10-12.

Step 14 - To close the “Extra Assignment Information” window, click on the “Close” icon in the upper right corner of the window.



You're now back to the “Assignment” window.



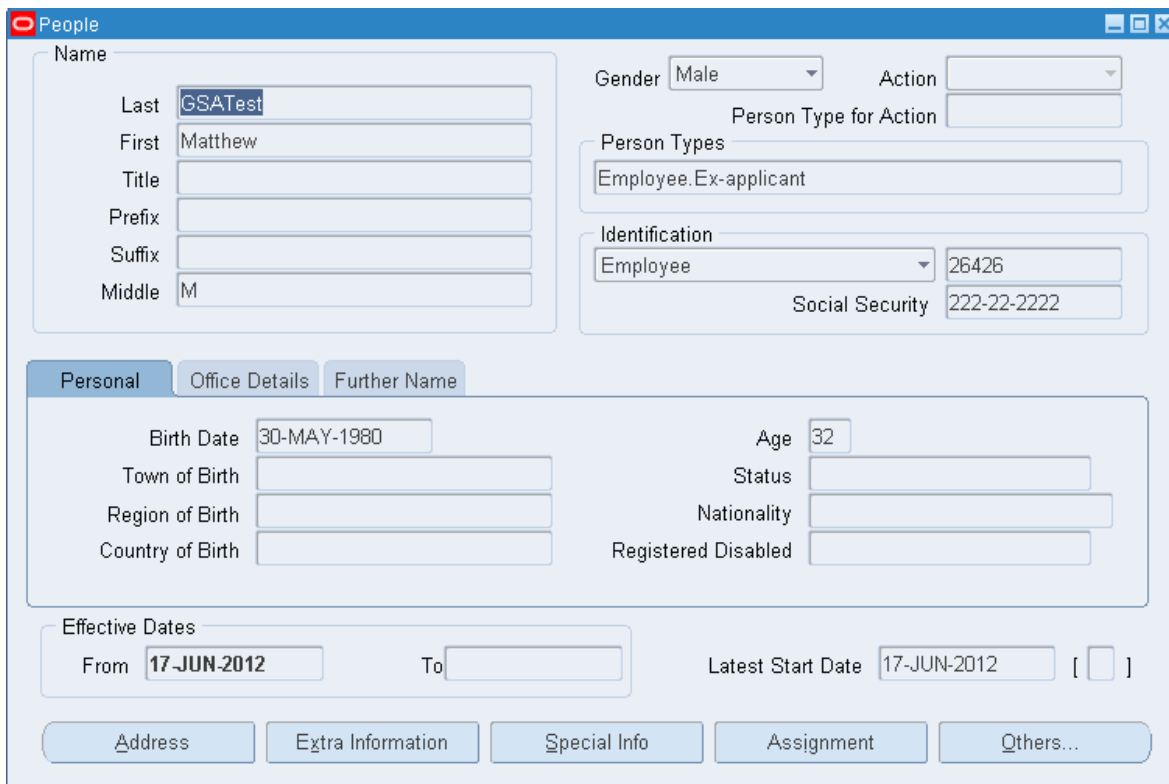
Step 15 - To close the “Assignment” window, click on the “Close”  icon in the upper right corner of the window.



The screenshot shows the 'Assignment' window for Matthew M. GSATest. The window title is 'Assignment(GSATest, Matthew M)'. The form contains the following fields:

| | | | |
|---------------------|---------------------------------|----------------------|---|
| Organization | ACIH-1 | Group | . |
| Job | 0201.Human Resources Management | Position | Human Resources Specialist (Information Sys |
| Grade | GS-13 | Payroll | Biweekly |
| Location | 171670031 | Status | Detail NTE |
| | | Vacancy | |
| Assignment Number | 26426 | Collective Agreement | |
| Assignment Category | | Employee Category | |

You're now back to the “People” window.



The screenshot shows the 'People' window for Matthew M. GSATest. The window title is 'People'. The form contains the following fields:

| | | | | |
|--------|------------------------|-----------------|-------------|--|
| Name | Gender | Male | Action | |
| Last | Person Type for Action | | | |
| First | Person Types | | | |
| Title | Employee.Ex-applicant | | | |
| Prefix | Identification | | | |
| Suffix | Employee | 26426 | | |
| Middle | M | Social Security | 222-22-2222 | |

Personal Office Details Further Name


| | | | |
|------------------|-------------|---------------------|----|
| Birth Date | 30-MAY-1980 | Age | 32 |
| Town of Birth | | Status | |
| Region of Birth | | Nationality | |
| Country of Birth | | Registered Disabled | |

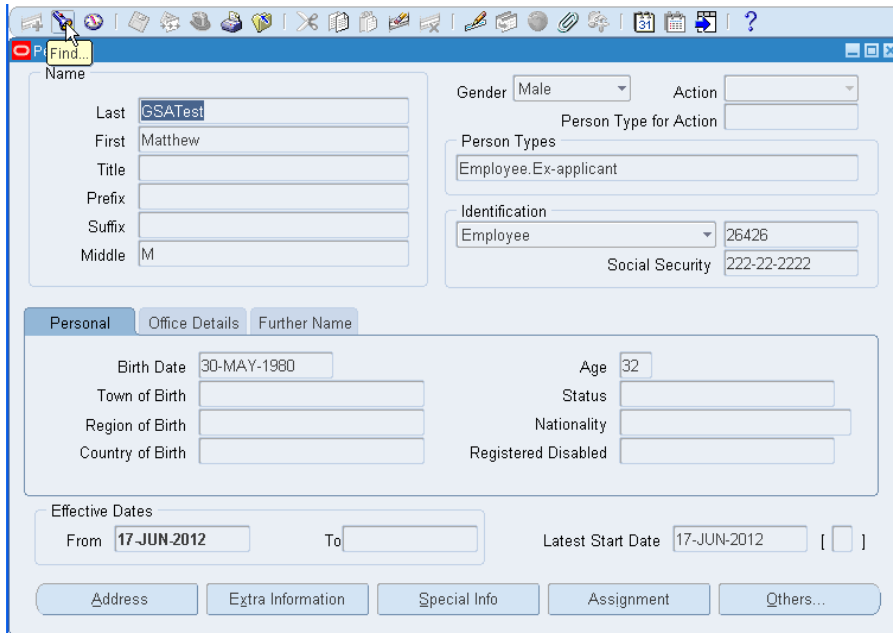
Effective Dates

| | | | | | | |
|------|-------------|----|--|-------------------|-------------|-----|
| From | 17-JUN-2012 | To | | Latest Start Date | 17-JUN-2012 | [] |
|------|-------------|----|--|-------------------|-------------|-----|

Address Extra Information Special Info Assignment Others...

Querying Additional Employees


Step 1 - To search for a new employee, select the “Find”  icon and then go back to Step 1 of “Querying an Employee” and repeat all the steps in this user guide. Otherwise, move on to the next section to close out.



The screenshot shows a software window titled "Find..." with a standard Windows toolbar. The window contains a form for querying employees, organized into several sections:

- Name:** Fields for Last (GSATest), First (Matthew), Title, Prefix, Suffix, and Middle (M).
- Gender:** A dropdown menu set to "Male".
- Action:** A dropdown menu.
- Person Type for Action:** A dropdown menu.
- Person Types:** A text field containing "Employee.Ex-applicant".
- Identification:** A dropdown menu set to "Employee", a text field with "26426", and a "Social Security" field with "222-22-2222".
- Personal:** A tabbed section with sub-tabs for "Personal", "Office Details", and "Further Name". It includes fields for Birth Date (30-MAY-1980), Age (32), Town of Birth, Region of Birth, Country of Birth, Status, Nationality, and Registered Disabled.
- Effective Dates:** Fields for "From" (17-JUN-2012), "To", and "Latest Start Date" (17-JUN-2012).
- Navigation:** A row of buttons at the bottom: "Address", "Extra Information", "Special Info", "Assignment", and "Others..."


Closing out and and Logging Out of CHRIS

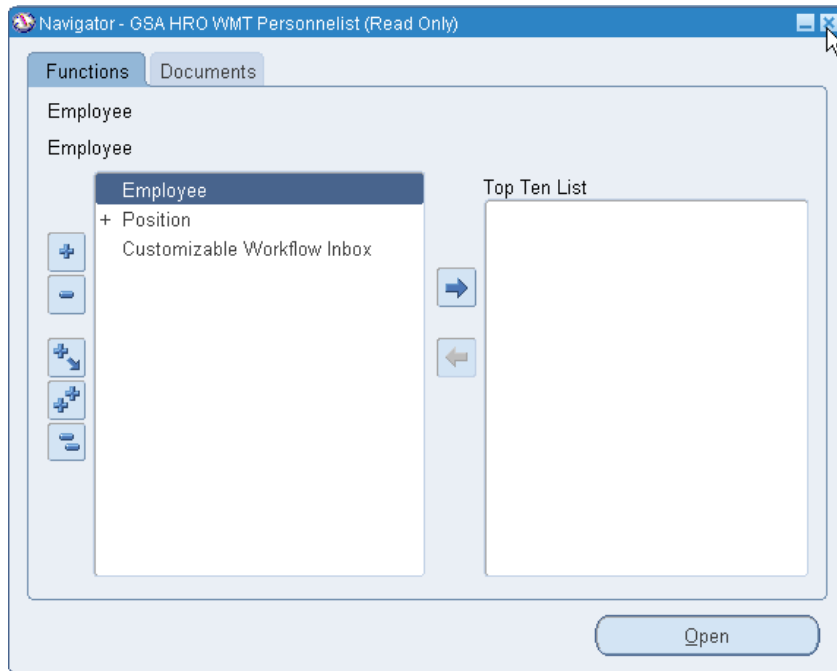
Step 1 - To close the “People” window, click on the “x”  in the upper right corner of the window.

A screenshot of a web application window titled "People". The window contains a form with several sections. The "Name" section has input fields for Last (GSATest), First (Matthew), Title, Prefix, Suffix, and Middle (M). The "Gender" is set to "Male" and "Action" is a dropdown menu. Below this is "Person Types" with a dropdown menu showing "Employee, Ex-applicant". The "Identification" section has a dropdown menu showing "Employee" and a text field with "26426", and a "Social Security" field with "222-22-2222". There are three tabs: "Personal", "Office Details", and "Further Name". The "Office Details" tab is active, showing fields for Office, Location, Mailstop, Email, and Mail To. At the bottom, there are "Effective Dates" fields for "From" (17-JUN-2012) and "To", and a "Latest Start Date" field (17-JUN-2012). At the very bottom are buttons for "Address", "Extra Information", "Special Info", "Assignment", and "Others...".

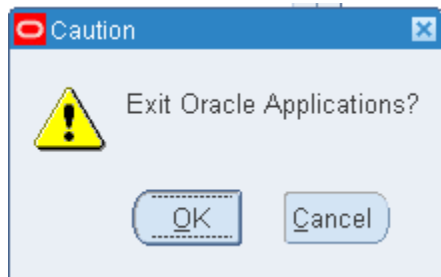
It will return you to the “Navigator” window.

A screenshot of a web application window titled "Navigator - GSA HRO WMT Personnelist (Read Only)". The window has a sidebar with two tabs: "Functions" and "Documents". Under the "Functions" tab, there is a list of items: "Employee", "Employee", "Employee", "+ Position", and "Customizable Workflow Inbox". A blue highlight is over the first "Employee" item. To the right of the list is a "Top Ten List" section, which is currently empty. There are navigation icons (plus and minus) on the left and a right-pointing arrow icon at the bottom of the list.

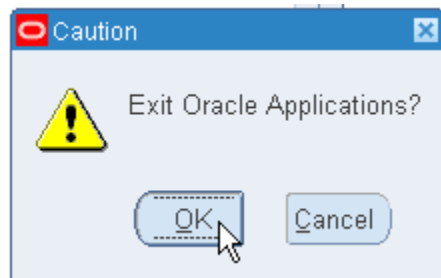
Step 2 - To close the “Navigator” window, click on the “x”  in the upper right corner of the window.



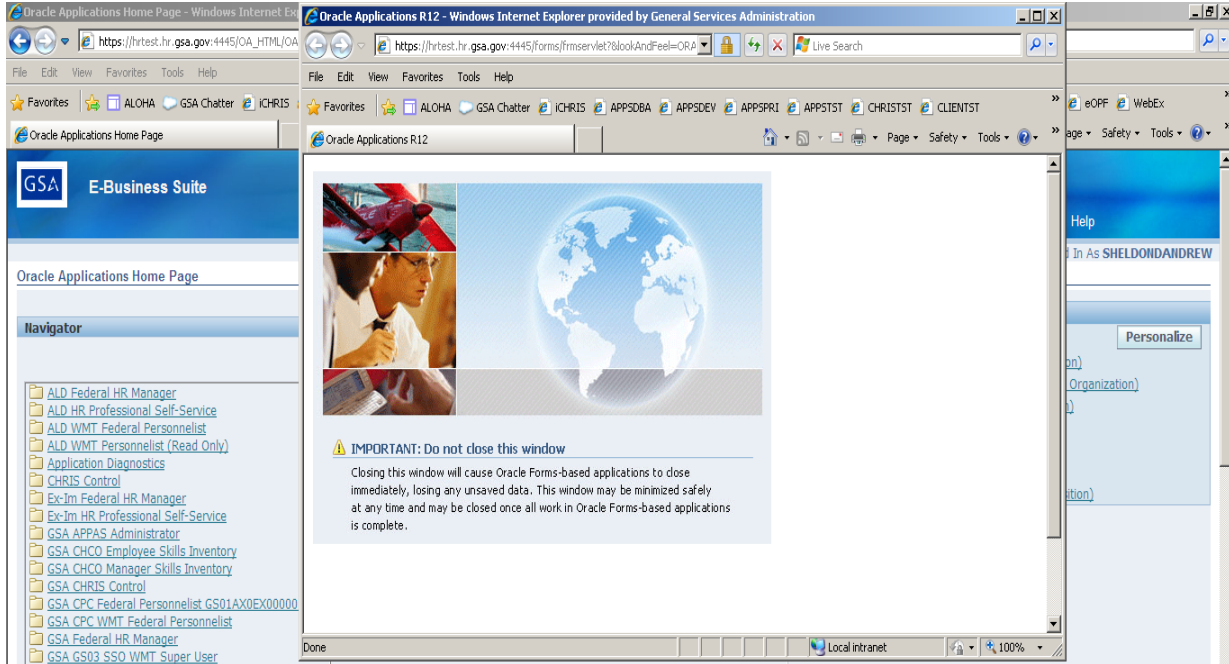
A “Caution” window will appear.




Step 3 - Click the “OK”  button.



The “Navigator” window will close.



Step 4 - To close the remaining Oracle windows, click on the “x”  in the upper right corner of each window.



Step 5 – Click “Logout” to logout of CHRIS.

