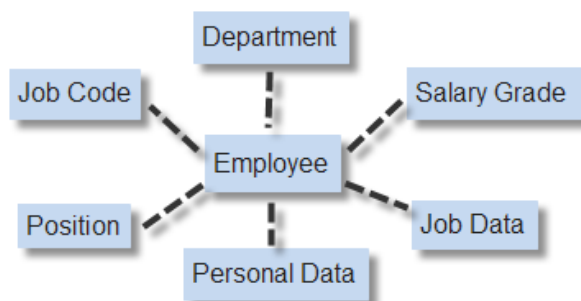# Employee Job (EJ)

Employee Job is "Employee" driven, meaning, everything that you pull in this subject area (like the Workforce Profile subject area) is about the employee's job(s). You shouldn't pull any data without the employee in mind. For other types of reporting such as: current employees as of date; durations, counts, etc, please use the Workforce Profile Subject Area. Like the Workforce Profile Subject Area, most of this data comes from Job Data in SHARP (which pulls information in from Position Data, Jobcode, Department, Location, Salary Grade, etc.)

EJ is a complete history of job data for reporting on. Pull your current active employees, all the termination rows between two dates, or the complete job history of a single employee.

Data in EJ will go back 6 years and is extracted each night. **Corrections that are made 1 business day or greater after the original row is entered in SHARP will not be in the Data Warehouse**. Careful input of data can help avoid this. Please be aware of how your corrections will affect your data when writing your requests. Corrections will be loaded into the DW when a data refresh of the Subject Area occurs TBD.

If you decide not to run a request, make sure to always click the "here" link, otherwise it will keep running and use up resources.
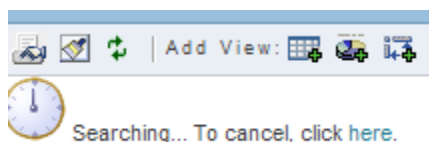
Certification of requests (data verified by SHARP staff) can be requested by logging a Help Desk ticket.

Information about this Subject Area:
1. Use the Current Indicator if you want to pull the Current Row (Max Effective Dated Row).
2. Use the HR Status Code =A if you want to only pull ACTIVE employees
3. Do not try to pull active employee as of a certain date, this subject area is not made for this.

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      a.   Instead pull data as of current date or;

      b.   Pull data between 2 dates.

4. You can't pull vacant positions with this subject area. We are working on a custom subject area called Position Management which will be able to do this type of reporting.

5. Fact Employee Job

      a.   (Trans) values – ignore the Trans, it's just part of the column title.

6. Most Code columns have a Code, a Short Description and a Long Description

      a.   Example:

            i.   Action Code = Code

            ii.   Action = Short Desc

           iii.   Action Descr = Long Desc

If you require assistance with the data or requests in this subject area, please either log a Help Desk ticket or email Kristine Scott – kristine.scott@da.ks.gov.

If you have questions or technical issues with the Data Warehouse Tool – please log a Help Desk ticket.

Additional Information:

- HR/Payroll Data Warehouse Page: http://www.da.ks.gov/sharp/datawarehouse/default.htm
- On-Cycle Pay Calendars –SHARP Customer Service Website
- Sample Reports: http://www.da.ks.gov/sharp/datawarehouse/Employee%20Job%20Sample%20Reports.pdf
- SHARP Field Mapping: http://www.da.ks.gov/sharp/datawarehouse/EJ_FieldMap_toSHARP.xlsx