



EMPLOYEE OVERVIEW SCREEN

JOB AID PER-10 | TRANSACTION ZEMP



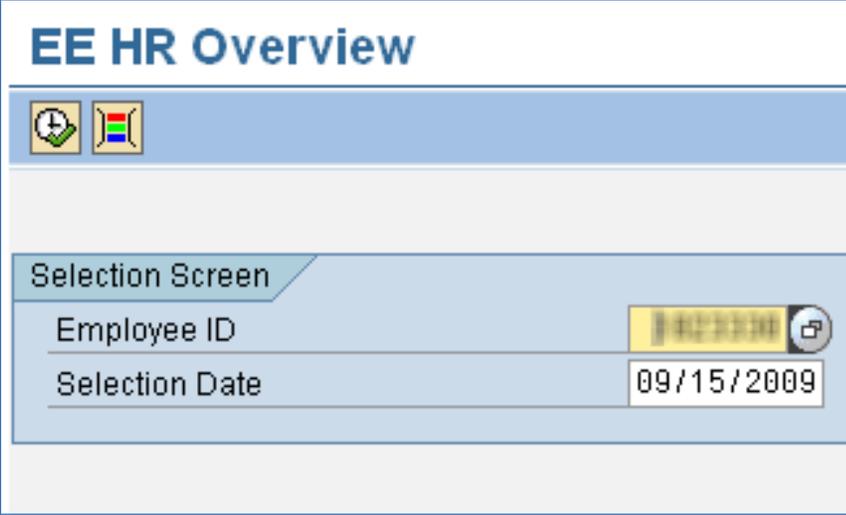
The purpose of this job aid is to provide an overview of the ZEMP transaction which is a snapshot of an employee's information.

The transaction is initiated by entering data to define who and what timeframe an HR user needs to view a particular employee's information.

1. Type **ZEMP** in the Command field on the Easy Access screen and press the **Enter** key or click the green check ball.
2. Enter an Employee ID. You can enter the PERNR or click the matchcode to perform a search for the employee.
3. The current date defaults into the Selection Date field. You have the option to enter any date that the employee has data in the system. If you enter a date that is not valid, you receive the message 'No Information for the date Entered.' If you are not authorized, you will receive a message indicating that you do not have authorization.

4. Click the Execute button  to perform the transaction.

The Employee Overview screen will display as of the selection date you entered on the first screen. The Run Date is the current date. The other fields are pulled from existing infotypes. (See next page for sample.)



EE HR Overview	
 	
Selection Screen	
Employee ID	<input data-bbox="1816 768 1969 816" type="text" value="1423330"/> 
Selection Date	<input data-bbox="1816 824 2011 865" type="text" value="09/15/2009"/>

NOTE: The data on the example below is not real data.

EE HR Overview

As Of: 01/28/2021

Run Date: 01/28/2021

<p>Employee Data</p> <p>PERNR: 80001035 EE Name: Marvin Tillman Employment St: Active Personnel Area: Natural and Cultural Resources EE Group: SPA Employees EE Subgroup: FT N-FLSAOT Perm Personnel Subarea: 7day Norm Ann Sal/Hr Rate: \$31,705.00 EE Exempt Status: No PS Group: GN09 Level: 00 Cap.util.lvl: 100.00 WkHrs/Pd: 173.33 Monthly DOB: 07/31/1965 Gender: M Ethnic Origin: American Indian or Alaskan Native (N-H/L) Military Status: N/A Veteran Status: Disability: Disability Dscr Not found State EOD: 01/01/2008 Agency EOD:01/01/2008 Length of Service: 000 Mths Est Long Due Date: 12/2030</p> <p>Latest EE Action & Salary Changes:</p> <p>Most Recent Actn: Reallocation (NC) Reason: Class/Pay Plan Change Action Date: 06/01/2018 Amt Last Sal Chg: \$0.00 Salary Chg Date: 06/01/2018</p>	<p>Position Data</p> <p>Position: 60083605 - Museum Curator Job: 32000712 - Museum Curator I Supervisor: 80001036 - Jean Leach Org Unit: 20010226 - CR CDS A&H HIS SITES OR St Cap EE Group: SPA Employees EE Subgroup: FT N-FLSAOT Perm Personnel Subarea: 7day Norm Budgeted Salary: \$33,667.00 Statutory Exemption Type: No</p> <p>Organizational Data</p> <p>Agency: - Division: - Section: -</p> <p>Time Data</p> <p>Time Management St: 1 - Positive Time Recording Working Week: 07 - Wk - Sun (mdnt) - Sat Work Schedule Rule: D01N08GN - MTWHF-8,SaS-O Weekly Working Hours: 40.00</p> <table style="width: 100%; border: none;"> <tr> <td>OT Comp: Y 365</td> <td>NS Premium: N</td> </tr> <tr> <td>Callback: N</td> <td>WE Premium: N</td> </tr> <tr> <td>Gap Hrs Comp: N</td> <td>ES Premium: N</td> </tr> <tr> <td>Holiday Payout: Y 365</td> <td>Holiday Premium: Y 50%</td> </tr> <tr> <td>On-Call: N</td> <td>Telework: N</td> </tr> <tr> <td>Extended Duty: N</td> <td></td> </tr> </table>	OT Comp: Y 365	NS Premium: N	Callback: N	WE Premium: N	Gap Hrs Comp: N	ES Premium: N	Holiday Payout: Y 365	Holiday Premium: Y 50%	On-Call: N	Telework: N	Extended Duty: N	
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