

U.S. Coast Guard and U.S. Public Health Service



Commissioned Corps Force Management (CCFM) Integration

– Business Procedure Document – PeopleSoft 101

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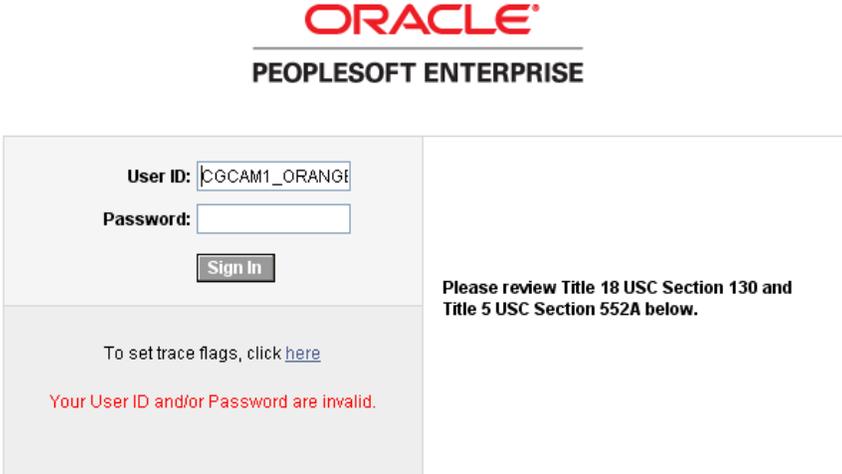
INTRODUCTION

Welcome to Introduction to PeopleSoft 101. In this course, you will learn the basic functionality of PeopleSoft applications for Human Resources Management. The primary focus of this class is to educate new users on the central concepts behind PeopleSoft applications. You will leave the class with a better understanding of the key concepts and theories of PeopleSoft including a better knowledge on navigating through the PeopleSoft Internet Architecture (PIA), interpreting PeopleSoft tables, and using Process Scheduler as a reporting tool.

1 SIGNING IN, CHANGING YOUR PASSWORD, AND SIGNING OUT

1.1 Signing into Direct Access

Before you can utilize Direct Access functionality, you must sign into the system.

	<p>Open an internet browser window. There may be an Internet Explorer icon on your desktop, or you may choose to navigate to the Internet Explorer by selecting <i>Start> Programs> Internet Explorer</i>. Enter the Direct Access web address: https://ep-dev.direct-access.us/</p>
	<p>The Direct Access sign-on page will appear:</p> <div data-bbox="483 594 1325 1068"></div> <p>Title 18 USC Section 130 Unauthorized access is prohibited by Title 18 USC Section 1030. Unauthorized access may also be a violation of other Federal Law or governmental policy, and may result in criminal and/or administrative penalties. Users shall not access other users' or system files without proper authority. Absence of access controls IS NOT authorization for access! USCG information systems and related equipment are intended for communication, transmission, processing and storage of U.S. Government information. These systems and equipment are subject to monitoring to ensure proper functioning, protect against improper or unauthorized use or access, and verify the presence or performance of applicable security features or procedures, and other like purposes. Such security monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If security monitoring reveals evidence of possible criminal activity, such evidence may be provided to law enforcement personnel. Use of this system constitutes consent to such monitoring.</p> <p>Title 5 USC Section 552A This system contains information protected under the provisions of the privacy Act of 1974 (5 USC 522A). Any privacy information displayed on the screen or printed must be protected from unauthorized disclosure. Employees who violate privacy safeguards may be subject to disciplinary actions, a fine of up to \$5,000 per disclosure, or both. Information in this system is provided for use in official Coast Guard business only. Requests for information from this system from persons or organizations outside of the U.S. Coast Guard should be forwarded to Commandant CG-6.</p>
	<p>In the field located to the right of "User ID" enter the User ID that was provided to you. Note: For first-time users, your user ID is the same as your Serial Number In the field located to the right of "Password" enter the password that was provided to you. Note: Your initial password is CG + last 4 of SSN + @ + Birth year</p> <p>Example: If your last 4 of your SSN are 1234 & you were born in 1956, your initial password would be CG1234@1956</p>
	<p>Click the "Sign In" button. You will be redirected to your Direct Access home page.</p>

1.2 Changing your Password

From the Portal Homepage, click the “Change My Password” hyperlink from the column on the left-hand side of the page.

The screenshot shows the Oracle PeopleSoft Portal Homepage. At the top left is the Oracle logo. To the right is a navigation bar with a 'Home' link and a search box. Below the navigation bar are several panels. On the left is the 'Enterprise Menu' panel, which contains a list of links. The link 'Change My Password' is circled in red. Other links in the menu include 'My Favorites', 'Administer Workforce', 'Define Business Rules', 'Develop Workforce', 'PeopleSoft', 'Self Service', 'Global Payroll & Absence Mgmt', 'Set Up HRMS', 'PeopleSoft', 'My Content', 'Worklist', 'Tree Manager', 'Reporting Tools', 'PeopleTools', 'Run a Query', 'Workspaces', 'My Personalizations', 'My System Profile', and 'My Dictionary'. To the right of the menu are four panels: 'My Reports' (showing 'No Reports To Display' and a 'Report Manager' link), 'Foundation Tables' (with links for 'Location Table', 'Department Table', and 'Honors and Awards'), 'Accessions' (with links for 'Applicant Data', 'Prior Work Experience', 'Education', 'Licenses and Certificates', 'Honors Awards', and 'Applicant Contract Data'), and 'Assignments' (with links for 'Job Requisition Data', 'Clone Requisition', 'Requirements Search -Employee', and 'Requirements Search -Applicant').

Change Password

User ID: CGCAM1_ORANGE

Description: Pomata,Kristie - ctr

*Current Password:

*New Password:

*Confirm Password:

- Enter your current password in the “Current Password” field.
- Enter what you wish your new password to be in the “New Password” field.

- | |
|--|
| <ul style="list-style-type: none">• Re-enter what you wish your new password to be in the “Confirm Password” field.• Click the yellow “Change Password” button. |
|--|

1.3 Signing out of Direct Access

After you are finished with your Direct Access session, you should sign out of the system.

	<ul style="list-style-type: none">• Be sure that you have saved any necessary changes or entries that you have made during your session.
	<ul style="list-style-type: none">• In the top-right screen of any Direct Access page, there will be a standard toolbar. The “Sign Out” link will always be located in the top right corner of your page: 
	<ul style="list-style-type: none">• Click the “Sign Out” link.• Note: Once you click the “Sign Out” link, you will be automatically signed out of the system; any unsaved information will be lost.

2 PORTAL

2.1 Homepage Shortcuts

When users initially log in to Direct Access, they will see groups of hyperlinks segmented by boxes. These links, or shortcuts, will take them a user directly to the component described by the hyperlink.

The screenshot displays the Direct Access homepage with several shortcut boxes:

- Enterprise Menu:** A vertical list of navigation options including My Favorites, Administer Workforce, Define Business Rules, Develop Workforce, PeopleSoft, Self Service, Global Payroll & Absence Mgmt, Set Up HRMS, PeopleSoft, My Content, Worklist, Tree Manager, Reporting Tools, PeopleTools, Run a Query, Workspaces, Change My Password, My Personalizations, My System Profile, and My Dictionary.
- My Reports:** A box titled "No Reports To Display" with a "Report Manager" link.
- Foundation Tables:** A table with two columns: Location Table and Department Table, and a row for Honors and Awards.
- Accessions:** A table with two columns: Applicant Data and Prior Work Experience, and rows for Education, Licenses and Certificates, Honors Awards, and Applicant Contract Data.
- Assignments:** A table with two columns: Job Requisition Data and Clone Requisition, and rows for Requirements Search -Employee and Requirements Search -Applicant.
- Core HR:** A table with two columns: Job Data and Statement of Creditable Svc, and rows for Licenses and Certificates, Honors and Awards, Education, Addresses, Emergency Contact, Member Flags, and CG Member Info.

- For example, to look at the Department Table, a user simply has to click the Department Table shortcut, and they will be automatically redirected to the Department Table component within Direct Access.

Department Table

Find an Existing Value

SetID:

Department:

Description:

Company:

Location SetID:

Location Code:

Budget with Department:

Administrative Target Unit:

Operational Facility Code:

Department Type Code:

Case Sensitive

Include History

[Basic Search](#)

3 FIND AN EXISTING VALUE

To find existing values of data, you must use a search. A search page displays when you select a component or prompt. Typically, you will have various field values for which to complete a search. Values you enter identify the data rows you want to display on the selected page. The more fields or characters you enter, the more specific your search results become. PeopleSoft has max return of 300 rows in the list box.

From the Portal Home Page, Choose the Personal Data link in the Core HR box

Personal Data

Find an Existing Value

EmpID:

Empl Rcd Nbr:

Employee Classification:

Last Name:

First Name:

SetID:

Company:

Department: 

Social Security #:

Job Family: 

Job Code: 

Include History

[Basic Search](#)

- This is an example of an “Advanced Search”. The Advanced search will search on any combination of the available fields.
- If you prefer a Basic Search, simply click the [Basic Search](#) link, located to the right of the “Clear” button.

Personal Data

Find an Existing Value

Search By:

EmpIID:

Include History

Search [Advanced Search](#)

- This search allows you to search on a single search key, which you may choose from the drop-down menu in, the "Search By:" row.

- The list box displays all rows in the table that match the partial entries you have specified in the search area. You can scroll through the search list to find the value you are interested in viewing. Select the data link that you want to view to access that data.

Personal Data

Find an Existing Value

EmpIID:

Empl Rcd Nbr:

Employee Classification:

Last Name:

First Name:

SetID:

Company:

Department:

Social Security #:

Job Family:

Job Code:

Include History

Search **Clear** [Basic Search](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First 1-100 of 300 Last

EmpIID	Empl Rcd Nbr	Short Name	Employee Classification	Employee Status	Name	Company	Company Descr	Department	Department
2040000	0	LTJG	IRR	Active	MORRIS,JAYMLL	PHS	PHS Employees	121480	ACM4
2040001	0	CDR	IRR	Terminated	PRICE,RICHARD W.	PHS	PHS Employees	121480	ACM4
2040002	0	CAPT	Regular	Active	BRESETTE,JAMES L.	PHS	PHS Employees	126614	GAB1
2040003	0	CAPT	Regular	Retired	EATON,WILLIAM A.	PHS	PHS Employees	136215	HNK6L
2040004	0	LCDR	SELRES	Active	WISE,DIXON J.	PHS	PHS Employees	139103	RC36D130
2040005	0	LT	IRR	Terminated	FIORE,ROBERT J.	PHS	PHS Employees	121480	ACM4
2040006	0	CDR	IRR	Active	COBBS,JAMES L.	PHS	PHS Employees	121480	ACM4
2040007	0	CDR	IRR	Terminated	FRANKEL,BERNARD L.	PHS	PHS Employees	121480	ACM4

4 VIEWING AND UPDATING DATA WITHIN A RECORD

4.1 Viewing Data within a Record

To view data on a specific employee, you will perform a search in the menu component using either the employee's name or employee number. Once you have accessed their record, you can view and/or update the information.

From the Portal Home Page, select the Licenses and Certifications link within the Core HR box.

Licenses and Certificates

Find an Existing Value

EmplID:

Empl Rcd Nbr:

Employee Classification:

Last Name:

First Name:

SetID:

Company:

Department: 

Social Security #:

Job Family: 

Job Code: 

[Basic Search](#)

- Enter the Emplid of whom you are searching for. Click "Search"

Licenses and Certificates

Find an Existing Value

EmplID:

Empl Rcd Nbr:

Employee Classification:

Last Name:

First Name:

SetID:

Company:

Department:

Social Security #:

Job Family:

Job Code:

[Basic Search](#)

- This will pull up the Licenses and Certificates component for CDR Glabach.

Licenses and Certifications

GLABACH,RICHARD K. Employee ID: 2040253

Licenses and Certifications View All First 1 of 1 Last

*License/Certif Code: Pharmacist Qualifying

Issue Date:

License #:

Issued By:

Expiration Date:

Type of Restriction:

License Verified Renewal in Progress

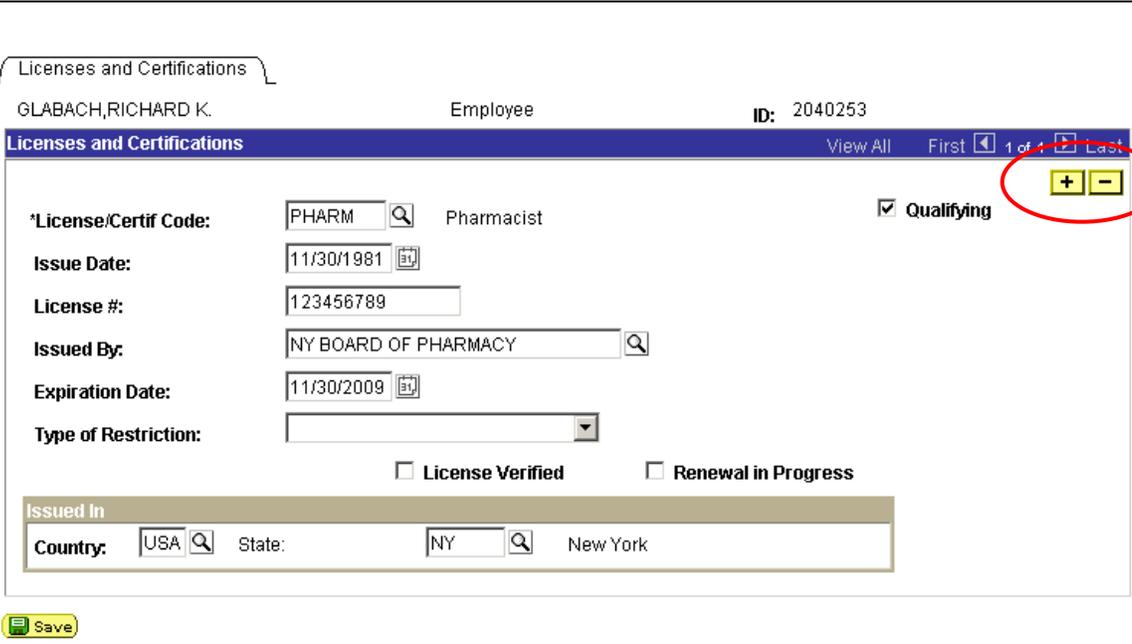
Issued In

Country: State: New York

4.2 Inserting and Deleting Data within a Record

4.2.1 Inserting Data

Within various pages throughout the system, you have the ability to insert rows of data to include all applicable values and details. You simply click the Insert  button.



Licenses and Certifications

GLABACH, RICHARD K. Employee ID: 2040253

Licenses and Certifications View All First 1 of 1 Last

Qualifying  

*License/Certif Code: PHARM Pharmacist

Issue Date: 11/30/1981

License #: 123456789

Issued By: NY BOARD OF PHARMACY

Expiration Date: 11/30/2009

Type of Restriction: (empty)

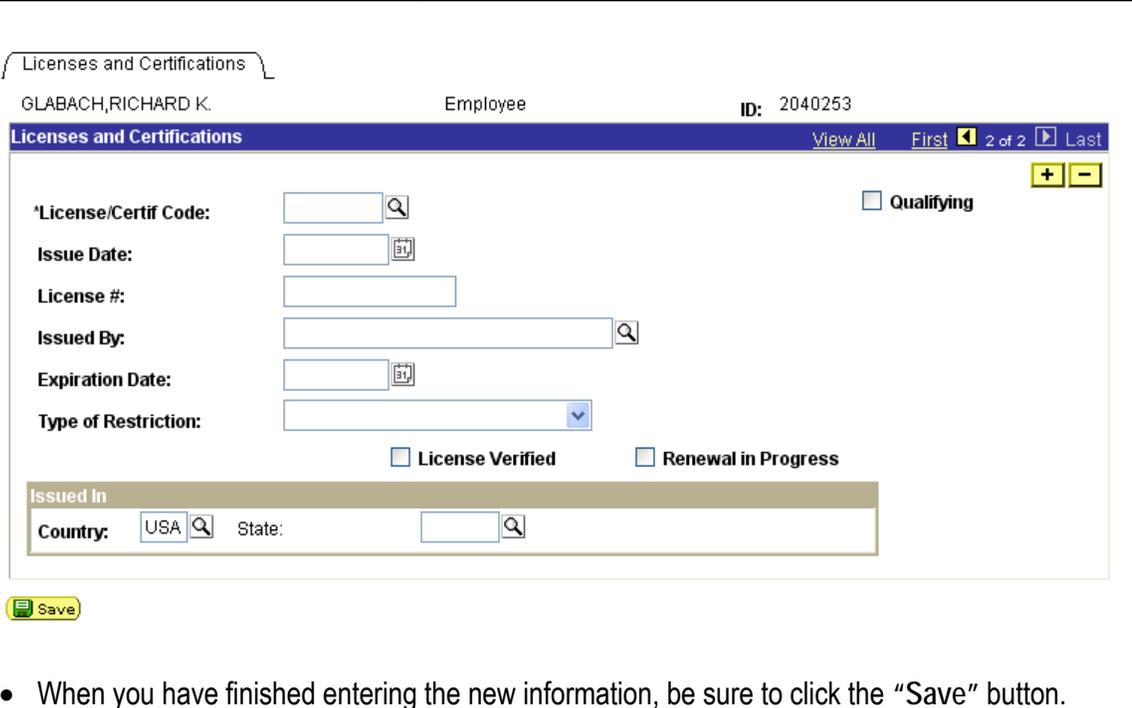
License Verified Renewal in Progress

Issued In

Country: USA State: NY New York



- This will open a new, blank field that you can enter your employee's License and Certificate Information into the additional page.



Licenses and Certifications

GLABACH, RICHARD K. Employee ID: 2040253

Licenses and Certifications View All First 2 of 2 Last

Qualifying  

*License/Certif Code: (empty) Pharmacist

Issue Date: (empty)

License #: (empty)

Issued By: (empty)

Expiration Date: (empty)

Type of Restriction: (empty)

License Verified Renewal in Progress

Issued In

Country: USA State: (empty)



- When you have finished entering the new information, be sure to click the "Save" button.

- Located directly above the "Insert" (+) button are arrows that you can use to view all of the Licenses and Certificates for this employee.



- To see the record before the one that was just inserted, click the arrow on the left. To see the record after the one that was just inserted, click the arrow on the right. To see all records at once, click the "View All" link. This will show you all two records for the employee at one time.

Licenses and Certifications

GLABACH,RICHARD K. Employee ID: 2040253

Licenses and Certifications View 1 First 1-2 of 2 Last

*License/Certif Code: PHARM Pharmacist Qualifying

Issue Date: 11/30/1981

License #: 123456789

Issued By: NY BOARD OF PHARMACY

Expiration Date: 11/30/2009

Type of Restriction: License Verified Renewal in Progress

Issued In

Country: USA State: NY New York

*License/Certif Code: Qualifying

Issue Date:

License #:

Issued By:

Expiration Date:

Type of Restriction: License Verified Renewal in Progress

Issued In

Country: USA State:

Save

4.2.2 Deleting Data

Within various pages throughout the system, you have the ability to delete rows of data to remove all applicable values and details on a page. To remove this information on a page, you are provided with a “Delete”  button.

	<p>Licenses and Certifications</p> <p>GLABACH,RICHARD K. Employee ID: 2040253</p> <p>Licenses and Certifications View All First 2 of 2 Last</p> <p><input type="checkbox"/> Qualifying  </p> <p>*License/Certif Code: <input type="text"/> </p> <p>Issue Date: <input type="text"/> </p> <p>License #: <input type="text"/></p> <p>Issued By: <input type="text"/> </p> <p>Expiration Date: <input type="text"/> </p> <p>Type of Restriction: <input type="text"/> </p> <p><input type="checkbox"/> License Verified <input type="checkbox"/> Renewal in Progress</p> <p>Issued In</p> <p>Country: USA  State: <input type="text"/> </p> <p> Save</p>
	<ul style="list-style-type: none">To Delete a License and Certificate from this person’s record, use the arrow icons located in the upper right-hand corner of the window to find the record you wish to delete. <p> First  1 of 2  Last</p> <p> </p>
	<ul style="list-style-type: none">For this example, the screen shots will reflect the deletion of the second record.Once you have navigated to the record you wish to delete, click the “Delete” (-) from the upper right-hand corner of the window. You will receive a confirmation request that you truly wish to delete the information.

Licenses and Certifications
GLABACH, RICHARD K. Employee ID: 2040253
Licenses and Certifications View All First 2 of 2 Last
+ -
Qualifying
License/Certif Code: []
Issue Date: []
License #: []
Issued By: []
Expiration Date: []
Type of Restriction: []
License Verified Renewal in Progress
Issued In
Country: USA State: []
Save

- Click "OK".

- Now you only have one record for this Employee. The deletion will be saved after you click the "Save" button, before exiting the page.

Licenses and Certifications
GLABACH, RICHARD K. Employee ID: 2040253
Licenses and Certifications View 1 First 1 of 1 Last
+ -
Qualifying
License/Certif Code: PHARM Pharmacist
Issue Date: 11/30/1981
License #: 123456789
Issued By: NY BOARD OF PHARMACY
Expiration Date: 11/30/2009
Type of Restriction: []
License Verified Renewal in Progress
Issued In
Country: USA State: NY New York
Save

5 EFFECTIVE DATES

When you update existing information, you do not want to lose or overwrite the data already being stored in the system. To retain history, you can add a new data row identified by the date when the information goes into effect: an effective date.

Effective dates allow you to keep historical, current, and future information in tables. You can use the information to look at what has happened up until now, and plan for the future. Effective-dated rows are categorized into three basic types:

Future	Data rows that have effective dates greater than the system date. There can be more than one row.
Current	The data row with the most recent effective date less than or equal to the system date.
History	Data rows that have effective dates less than the effective date of the current data row. There can be more than one row.

- The first page you see will be the Current effective-dated record.

Work Location | **CG Job** | Job Information | Salary Plan | CG Employment

GLABACH, RICHARD K. Employee ID: 2040253 Empl Rcd#: 0

Work Location View All First 1 of 2 Last

Employee Status: Active **Date Created:** 03/17/2009
Effective Date: 07/01/2007 **Effective Sequence:** 0 **Job Indicator:** Primary Job
Action / Reason: Promotion 137 Advancement

Position Number: 00104977 TRANSFORMATION OFFICER-CC INFO Position Entry Date: 10/01/2006
 Regulatory Region: USA United States
 Company: PHS PHS Employees
 Business Unit: PHS PHS
 Department: 121485 ACQ1 Department Entry Date: 10/01/2006
 Location: MD0467 ROCKVILLE,
 Supervisor ID:

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Previous tab Next tab Update/Display Include History

[Work Location](#) | [CG Job](#) | [Job Information](#) | [Salary Plan](#) | [CG Employment](#)

- The second page will be a History row.

Work Location CG Job Job Information Salary Plan CG Employment

GLABACH,RICHARD K. Employee ID: 2040253 Empl Rcd#: 0

Work Location View All First ◀ 2 of 2 ▶ Last

Employee Status: Active **Date Created:** 03/17/2009
Effective Date: 05/21/1998 **Effective Sequence:** 0 **Job Indicator:** Primary Job
Action / Reason: Hire IEI Direct Commission

History

Position Number: **Position Entry Date:**
Regulatory Region: USA United States

Company: PHS PHS Employees
Business Unit: PHS PHS
Department: 139343 RC9 **Department Entry Date:** 05/21/1998
Location: NY0565 BATAVIA, N
Supervisor ID:

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

[Work Location](#) | [CG Job](#) | [Job Information](#) | [Salary Plan](#) | [CG Employment](#)

6 SERNO SEARCH

SERNO Search is a query that can be used to return an employee's SSN, Emplid, or their SERNO number.

From the Portal Home Page, Click on the Serno Query link within the Reports box.

Reports	
Expiring Licenses	Officer Accomplishments
Applicant Accomplishments	Requisition Data
Roster	Query: Serno Lookup

- A new window will open:

CG_PHS_SERNO_LOOKUP - Search for PHS Employee

SerNo:

SSN:

Employee ID:

/*+RULE*/A.ALTER_EMPLID	Employee ID	SSN	Empl Rcd#	Name	Jobcode	Jobcode Desc	Company	Department Type
-------------------------	-------------	-----	-----------	------	---------	--------------	---------	-----------------

- Enter the information you DO know about the officer; for instance, their SERNO. Click the "View Results" button.

CG_PHS_SERNO_LOOKUP - Search for PHS Employee

SerNo:

SSN:

Employee ID:

Download results in : [Excel97 Spreadsheet](#) [CSV Text File](#) (3 kb)
[Excel2K Spreadsheet](#)

View All First 1 - 11 of 11 Last

/*+RULE*/A.ALTER_EMPLID	Employee ID	SSN	Empl Rcd#	Name	Jobcode	Jobcode Desc	Company	Department Type
123456	5003796	333111001	0	Sam,Yosemite	CDR	CDR Env Health Off	PHS	Health Resources Service Admin

- This will bring up the employee's SERNO, Employee ID, SSN, Employee Record #, Name, Job code, Job code Description, Company, and Department Type.

7 RUNNING A REPORT

All reports run through the Process Scheduler and require a Run Control Id. You must first set up this Id to run any reports. Once it is setup you will call on this Id every time you run a report.

7.1 Setting up run control

A Run Control ID is a unique ID to associate each operator with his or her own run control table entries. The run control ID is used to identify a set of parameters you specify for a given report or process. When you access an existing run control ID you will see the parameters display from the last time you saved this ID.

From the Portal Home Page, click on the **Officer Accomplishments** link, inside of the Reports box.



Reports	
Expiring Licenses	Officer Accomplishments
Applicant Accomplishments	Requisition Data
Roster	Query: Serno Lookup

- If this is the first time you are running a report, you are going to click the “Add a New Value” link.

Officer Accomplishments

Find an Existing Value

Run Control ID:

Case Sensitive

[Advanced Search](#)

[Add a New Value](#)

- Enter your Run Control ID. For this example, the Run Control ID will be “KMP”. Click the “Add” button.

Officer Accomplish

Run Control ID: KMP

[Report Manager](#) [Process Monitor](#) **Run**

Save Return to Search Add Update/Display

- Click the "Run" button.

7.2 Submitting a Process Scheduler Request

After you click the "Run" button, the Process Scheduler Request page opens. This page allows you to specify such variables as where a process runs. The page displays the description as well as the process name. To retrieve and view your reports, use the process name.

Process Scheduler Request

User ID: CGSECU2_INDIGO Run Control ID: cms

Server Name: PSUNX Run Date: 06/18/2009

Recurrence: Run Time: 12:18:58

Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Security Clearance	CGPHS017	SQR Report	Web	CSV

OK Cancel

- Select Server Name 'PSUNX', Type 'Web' and Format 'CSV'. After you select the parameters for the process you want to run, click the "OK" button to submit the request.



It will then take you back to the Officer Accomplishments page. Note the Process Instance Number. This is the number you will use to track your report in the Process Monitor.



- Click the “Process Monitor” link located in the top right-hand corner of the page.

Officer Accomplish

Run Control ID: KMP

[Report Manager](#) [Process Monitor](#) Run

Process Instance:6046654

Save Return to Search Add Update/Display

- This will take you to the Process Monitor page.

Process List Server List

View Process Request For

UserID: CGCAM1_ORA Process Type: Last: None Refresh

Server Name: Process Run Status: Instance: to

View Job Items Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
6046654	SQR Report	CGPHS013	CGCAM1_ORANGE	04/16/2009 14:44:56 EDT	Processing	Details
6046653	SQR Report	CGPHS013	CGCAM1_ORANGE	04/15/2009 17:33:54 EDT	Success	Details

[Go back to Officer Accomplishments](#)

Save

Process List | [Server List](#)

- You can click the “Go back to Officer Accomplishments” link to return to that page if you wish.
- Once you have clicked the “Process Monitor” link the system launches Process Monitor where you can see the status of your job.

- When you initially submit your job it may have a run status of “Queued” or “Initiated”. At any time, you may click the “Refresh” button. This initiates a screen refresh that will provide you with the most current status of your submitted job. When the job completes, you should see a run status of “Success”. Then you can click the “Details” link to view further information, such as message logs, reports, and trace files.
- Once the run status says “Success”, click the “Details” link to view your report.

Process List **Server List**

View Process Request For

UserID: CGCAM1_ORA Process Type: Last: None

Server Name: Process Run Status: Instance: to

View Job Items Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
6046654	SQR Report	CGPHS013	CGCAM1_ORANGE	04/16/2009 14:44:58 EDT	Success	Details
6046653	SQR Report	CGPHS013	CGCAM1_ORANGE	04/15/2009 17:33:54 EDT	Success	Details

- You will be redirected to the following page:

Process Detail

Process

Instance: 6046654 **Type:** SQR Report

Name: CGPHS013 **Description:** Officer Accomplishments

Run **Update Process**

Run Control ID: KMP Hold Request

Location: Server Queue Request

Server: PSUNX Cancel Request

Recurrence: **Delete Request**

Restart Request

Date/Time **Actions**

Request Created On: 04/16/2009 14:44:58 EDT [Parameters](#) Transfer

Run Anytime After: 04/16/2009 14:44:56 EDT [Message Log](#)

Began Process At: 04/16/2009 14:45:05 EDT Batch Timings

Ended Process At: 04/16/2009 14:49:14 EDT [View Log/Trace](#)

- Click the “View Log/Trace” link to view the report you just submitted.
- A second browser window will appear, listing the report you just submitted.
- Click your report (in this case, cgphs013.csv).



Report/Log Viewer

Instance: 6046654 **Type:** SQR Report
Name: CGPHS013 **Run Cntl ID:** KMP
Status: Success **Submitted By:** CGCAM1_ORANGE
Server: PSUNX **Recurrence:**

Officer Accomplishments

Name	File Size	File Creation Date
Message Log	1322 bytes	2009-04-16 14:49:02
Trace File	47 bytes	2009-04-16 14:45:05
cgphs013.csv	2792330 bytes	2009-04-16 14:49:00
PeopleSoft Trace File	255 bytes	2009-04-16 14:48:59

- Click ‘Open’ to instantly review the output or Click ‘Save’ if you would like to save the document and come back to it later.
- The system launches Microsoft Excel, which displays your output.

Microsoft Excel - cpghe013.csv [Read Only] UNCLASSIFIED

File Edit View Insert Format Tools Data Window Help Adobe PDF Type a question for help

B10 WELD,KONSTANTINE K.

1	Empl Id	Name	Serial Number	Rank	Employee Class	Category Discipline	Business Email
2	2055784	MELVIN,DARYL A.	54773	CAPT Engineer	Inactive Ready Reserve	Engineer	Daryl.Melvin@hhs.gov
3	2055796	HUNSTIGER,PAUL S.	54785	CAPT Nurse Officer	Inactive Ready Reserve	Nurse	phunstigt@anmc.org
4	2055802	PICKARD,STEPHEN P.	54791	CAPT Surgeon	Selected Reserve	Medical Officer	spickard@state.nd.us
5	2055810	FERRIS,GERALD L.	54799	CDR Surgeon	Inactive Ready Reserve	Medical Officer	gerald.ferris@mail.ihs.gov
6	2055811	GOODE,BRANT B.	54800	LCDR Nurse Officer	Selected Reserve	Nurse	bgoode@cdc.gov
7	2055811	GOODE,BRANT B.	54800	LCDR Nurse Officer	Selected Reserve	Nurse	bgoode@cdc.gov
8	2055813	SAGE,WILLIAM D.	54802	CAPT Pharmacist	Inactive Ready Reserve	Pharmacist	wsage@bop.gov
9	2055844	WELD,KONSTANTINE K.	54833	CAPT Nurse Officer	Inactive Ready Reserve	Nurse	konstantine.weld@hhs.gov
10	2055844	WELD,KONSTANTINE K.	54833	CAPT Nurse Officer	Inactive Ready Reserve	Nurse	konstantine.weld@hhs.gov
11	2055844	WELD,KONSTANTINE K.	54833	CAPT Nurse Officer	Inactive Ready Reserve	Nurse	konstantine.weld@hhs.gov
12	2055844	WELD,KONSTANTINE K.	54833	CAPT Nurse Officer	Inactive Ready Reserve	Nurse	konstantine.weld@hhs.gov
13	2055859	GADDY,VERNA	54848	CAPT Nurse Officer	Inactive Ready Reserve	Nurse	verna.gaddy@hhs.gov
14	2055860	MONEILLY,PATRICK J.	54849	CAPT Chemical Scientist	Regular	Chemical Scientist	patrick.moneilly@ahrq.hhs.gov
15	2055867	HUBBARD,JOSEPH H.	54857	CAPT Pharmacist	Inactive Ready Reserve	Pharmacist	numadneh@earthlink.net
16	2055867	HUBBARD,JOSEPH H.	54857	CAPT Pharmacist	Inactive Ready Reserve	Pharmacist	numadneh@earthlink.net
17	2055867	HUBBARD,JOSEPH H.	54857	CAPT Pharmacist	Inactive Ready Reserve	Pharmacist	numadneh@earthlink.net
18	2055870	RIETZ,STEVEN K.	54860	CDR Pharmacist	Inactive Ready Reserve	Pharmacist	steve.rietz@hhs.gov
19	2055890	JACOBSON,KIPPEN M.	54861	CAPT Nurse Officer	Inactive Ready Reserve	Nurse	kip.jacobson@hhs.gov
20	2055904	GARDNER,RANDALL J.	54895	CAPT Engineer	Regular	Engineer	Randall.Gardner@hhs.gov
21	1140529	FAJARDO,MARIO E.	54901	CAPT Surgeon	Selected Reserve	Medical Officer	Mario.E.Fajardo@uscg.mil
22	1140529	FAJARDO,MARIO E.	54901	CAPT Surgeon	Selected Reserve	Medical Officer	Mario.E.Fajardo@uscg.mil
23	2055914	OCONNOR,PATRICK J.	54906	CAPT Surgeon	Inactive Ready Reserve	Medical Officer	patrick.oconnor@chealth.org
24	2055918	SIEGEL,KAREN L.	54910	CAPT Physical Therapist	Inactive Ready Reserve	Physical Therapist	karen.siegel@ahrq.hhs.gov
25	2055921	OCCARROLL,PATRICK W.	54913	RDML Surgeon	Inactive Ready Reserve	Medical Officer	patrick.occarroll@hhs.gov
26	2055922	HOLVE,STEPHEN A.	54914	CAPT Surgeon	Regular	Medical Officer	steve.holve@chealth.org
27	2055936	CIESIELSKI,CAROL A.	54928	CAPT Surgeon	Inactive Ready Reserve	Medical Officer	ciesielskic@kh.cdc.gov
28	2055937	ST LOUIS,MICHAEL E.	54933	CAPT Surgeon	Selected Reserve	Medical Officer	mes2@cdc.gov
29	2055941	BECERRA,JOSE E.	54933	CAPT Surgeon	Inactive Ready Reserve	Medical Officer	JEB2@CDC.GOV
30	2055947	DIETZ,VANCE J.	54939	CAPT Surgeon	Inactive Ready Reserve	Medical Officer	vjd@cdc.gov
31	2055949	MARCHEANKS,POLLY A.	54941	CAPT Nurse Officer	Inactive Ready Reserve	Nurse	PAM2@CDC.GOV
32	2055952	PETERSEN,LYLE R.	54945	CAPT Surgeon	Inactive Ready Reserve	Medical Officer	LXP2@CDC.GOV
33	2055955	SAWYER,LEIGH A.	54948	CAPT Veterinarian	Inactive Ready Reserve	Veterinarian	Leigh.Sawyer@hhs.gov
34	2032027	BRADY,SAMUEL	10767	CDR General Health Scientist	Inactive Ready Reserve	General Health Scientist	sambradphd@juno.com