

QUERIES, QUERIES, AND MORE QUERIES!

Did you know there are currently over 390
public queries in the HRM System?

How do you find the one you need?

THE TWO-CHARACTER ALPHA DESIGNATOR

- “AT” - Administer Training
- “BN” - Benefits
- “CA” - Commitment Accounting
- “EF” - Effort Reporting
- “FS” - Flex Spending
- “HR” - Human Resources
- “PY” - Payroll
- “RW” - Recruit Workforce
- “WS” - Work Study

THE TWO-CHARACTER ALPHA DESIGNATOR CONT'D

- Limits the amount of results
- Results are in the general type of query desired
- Descriptions
- Saves time

Home

Find an Existing Query

Search by: ***Query Type:**

[Create New Query](#)

Search Results

Query		View 30	First	1-53 of 53	Last
NDU_BN_ACTV_MANL_BENPROG	Active with Manual Program	Public	Run		
NDU_BN_BAS_PART_OPEN_EVENTS	Open Events in BAS Partic Stat	Public	Run		
NDU_BN_BLANK_PAYGROUP	EE's with blank paygroups	Public	Run		
NDU_BN_CAFR_COMP_ABS_10P_SCKLV	Comp Abs.-Sick Lv 10 Yr Empl	Public	Run		
NDU_BN_CAFR_COMP_ABS_TOT_SCKLV	Comp Abs. - Total Sick Leave	Public	Run		
NDU_BN_CAFR_COMP_ABS_VACATION	Comp Abs. - Total Vacation	Public	Run		
NDU_BN_CLSD_EVNTS_SHLD_PROC	Closed Events that s/b process	Public	Run		
NDU_BN_CNT_GNRL_DEDS_NO_TOT	Display Gr1 Deds for Contracts	Public	Run		
NDU_BN_CNT_PREPAY_GNRL_DEDS	Display Gr1 Deds for Contracts	Public	Run		
NDU_BN_CONTRACT_DEDS	EE deds--contract pay	Public	Run		
NDU_BN_CONTRACT_LEAVE	Identifies EEs w cntrct Lv Issue	Public	Run		
NDU_BN_CONTRACT_PREPAY	EES in selected Plan Type	Public	Run		
NDU_BN_DENTALRECONINVALIDSSN	Invalid SSN on Dental Billing	Public	Run		
NDU_BN_DENTAL_RECON_LIST	All Employees in Recon Data Tb	Public	Run		
NDU_BN_DEPT_LEAVE	EE leave by dept and type	Public	Run		
NDU_BN_DEP_LEAVE	Dependent Leave	Public	Run		
NDU_BN_DUPS	Activity and Event Status Dups	Public	Run		





**DID YOU FIND A QUERY
THAT MEETS YOUR NEEDS,
SORT OF?**


QUERY-TOO MUCH INFO

- You found a query but it has more information than you need:
 - Download into excel
 - Hide columns and sum total contribution column

NDU_PERS_PEP_RPT2 - PERS PEP Sum by Ded Code

Beginning Pay Period Dt: 


Ending Pay Period Dt: 


Co: 


[View Results](#)

Co	Plan Typ	Plan	Deductn Cd	Descr	Total Contribution
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NDU_PERS_PEP_RPT3 - PERS PEP Total Contributions

Beginning Pay Period Dt: 

Ending Pay Period Dt: 

Co: 


[View Results](#)


Co	Total Contribution
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QUERY-NOT ENOUGH INFO

- You found a query but need more information:
 - Request to change an existing query

NDU_BN_PERS_RETIREMENT - PERS Retirement

Start Date: 

End Date: 

Company:

State Ret. Code	Name	Sum Empl Rate	Sum Er Amt	Sum Emplr Rate	Sum Cost	MMDD	Year
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QUERY-DUPLICATE

- Queries that have the same information
 - Delete one of them?
- Queries that have similar information
 - Combine the queries and just have one

HOW TO REQUEST A BRAND NEW QUERY

- Development Request Form
- www.nodak.edu/connectnd/
 - Click on “links”
 - Click on “HRMS dev. req. instructions and forms”
 - Click on “HRMS end-user dev. req. form”
 - Open or Save to your computer
- Submit a remedy ticket with attachment(s)
- Be very specific on your needs
 - Exact page, fields, and order

HOW TO REQUEST A CHANGE TO AN EXISTING QUERY

- Development Request Form
- www.nodak.edu/connectnd/
- Submit a remedy ticket with any supporting documents
- Be very specific on your needs
 - Exact page, fields, and order

EXISTING QUERIES

- Queries not utilized
- Combine queries
- Delete queries
- Clean up for the upgrade



QUESTIONS?