Years of Service - PER003

DESCRIPTION:

List of employees that have completed a certain number of years of service with the state. The number of years of 0, 10, 20, 30, or 40 may be specified on the parameters panel and will include any employees who have complete the specified number years of service or more.

PARAMETERS TO SET:

- As Of Date
- Department Group ID
- Department ID
- Page Break Level
- Years of Service

FIELDS:

- Agency Name
- As of Date
- Employee Name
- Job Title
- Service Date
- Service Years/Months
- Years of Service Criteria (from Parameter panel)

SORT SEQUENCE:

- Department ID
- Service Date (Longest Service at the top)

WHERE FOUND:

Workforce Administration > Maintain Employee Record > Years of Service