



ESMT History

Background

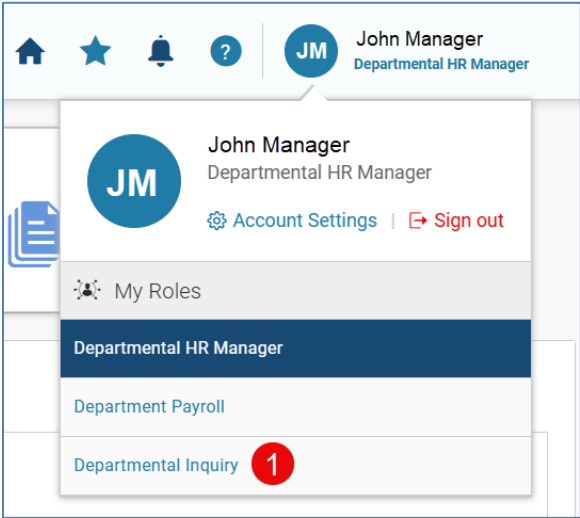
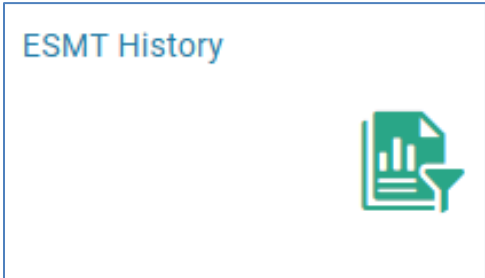
The ESMT History quick link may be used to view your current employees complete ESMT history, including updates made by previous agencies.

The Power BI report refreshes every morning and uses your HRM security to pull ESMT History based on search filters. The employee list displays based on the Employee ID in numerical order.

The ESMT History quick link is only available on the Department Inquiry role.

This Job Aid covers how to use the ESMT History quick link.

Steps

1. Select the Department Inquiry role.	
2. Click the ESMT History quick link.	

3. The ESMT History page displays.

ESMT History

Back

Login Info

User ID | 0000031362 Dept/Unit RLS | 011,0030 ; 011,0160 ; 011,0210 ; 011,0230 ; 011,0310 ; 0...

Home Page

Last Refresh Date: 9/29/2025 10:11:30 AM

Employee List

Employee ID	Appointment ID	From Date	Transaction ID	Employee Full Name	Dept CD	Unit CD	Action Code	Action Reason Code
Search to view results								

From Date Between

9/17/1952 9/16/2025

Employee ID

All

Transaction ID

All

Department, Unit

All

Action Code

All

Action Reason Code

All

Employee Name

All

Search

- Use the **Back** button to return to the Department Inquiry home page.
- The Last Refresh Date displays in the upper right-hand corner.
- Use the left-hand navigation to filter your search criteria.
 - Employee ID – May use the asterisk (*) in place of zeros (0).
 - Transaction ID
 - Department, Unit – Click the carat (∨) to select a unit.
 - Action Code
 - Action reason Code
 - Employee Name – If name has changed, be sure to select all version to view complete list.
- Click the **Search** button after updating filters to execute the search.

Search by Employee ID



Use the Employee ID search filter to view the complete list of ESMTs for an employee including current, XXX, and previous agency(s).

1. Click the **Employee ID** drop-down.

2. Enter the Employee ID in the **Search** field.

Note: The list auto updates as you type.

May use the asterisk (*) in place of zeros (0).

3. Click the **check box** to select the employee ID.
4. Click the **Search** button.

The screenshot shows a search interface for Employee ID. At the top, there is a 'From Date Between' section with date pickers for 9/17/1952 and 10/1/2025. Below this is a search bar labeled 'Employee ID' with a dropdown arrow (callout 1). The search bar contains the text '0000054321'. Below the search bar is a list of search results, each with a checkbox (callout 3) and the text '0000054321'. To the right of the search bar is a red circle with the number 1. Below the search bar is a 'Search' button (callout 4). At the bottom, there is a blue button labeled 'Click on a Transaction ID to View More Details'.

The page redispays with the employees complete ESMT History.

ESMT History

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Login Info

User ID | 0000054321 | Dept/Unit RLS | 701 ????;XXXXXX

Home Page

Last Refresh Date: 10/2/2025 5:34:17 AM

From Date Between

9/17/1952

10/1/2025

Employee ID

0000054321

Transaction ID

All

Department, Unit

All

Action Code

All

Action Reason Code

All

Employee Name

All

Search

Employee List

Employee ID	Appointment ID	From Date	Transaction ID	Employee Full Name	Dept CD	Unit CD	Action Code	Action Reason Code
0000054321		05/16/2025	05232500000000035880	EMPLOYEE, JANE A	701	0000	03	C1
		03/01/2025	AR0313250000000000984	EMPLOYEE, JANE A	701	0000	12	L1
		09/01/2024	240911117245	EMPLOYEE, JANE A	701	0000	12	L5
		03/16/2024	240326060573	EMPLOYEE, JANE A	701	0000	12	L2
		09/16/2023	230920015134	EMPLOYEE, JANE A	701	0000	03	C1
			230920015128	EMPLOYEE, JANE A	701	0000	10	J4
			230920015122	EMPLOYEE, JANE A	XXXX	XXXX	98	J1
			230918013849	EMPLOYEE, JANE A	024	0000	10	J1
		09/01/2023	230913004749	EMPLOYEE, JANE A	024	0000	12	L5
		07/01/2023	230713967779	EMPLOYEE, JANE A	024	0000	12	L1
		10/01/2022	221007030379	EMPLOYEE, JANE A	024	0000	10	J2
			221006903628	EMPLOYEE, JANE A	XXXX	XXXX	98	J1
			221006903625	EMPLOYEE, JANE A	405	0000	10	J1
		09/01/2022	220914892268	EMPLOYEE, JANE A	405	0000	12	L5
		07/01/2022	220714855089	EMPLOYEE, JANE A	405	0000	12	L1
		05/01/2022	220617850460	EMPLOYEE, JANE A	405	0000	16	S1
			220526846432	EMPLOYEE, JANE A	405	0000	16	S1
		11/01/2021	220526846400	EMPLOYEE, JANE A	405	0000	19	
			220526846387	EMPLOYEE, JANE A	405	0000	03CAN	C1
			211103798797	EMPLOYEE, JANE A	405	0000	03	C1
								C2
		09/01/2021	210914783414	EMPLOYEE, JANE A	405	0000	12	L5
		07/16/2021	210706738260	EMPLOYEE, JANE A	405	0000	12	L2
	01/04/2021	210104697548	EMPLOYEE, JANE A	405	0000	01	A1	

5. Click the **Transaction ID** to view the transaction details.

Once the Transaction ID is selected the transaction number along with the View Details arrow displays.

6. Click the **View Details** arrow.



The details page displays.

ESMT History ← Back

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General Information								
Employee ID	Appointment ID	From Date	Original Appointment Date	Employee Full Name	Department	Unit	Transaction ID	Version
0000054321		10/01/2022	01/04/2021	EMPLOYEE, JANE A	024	0000	221007903779	1

Assignment Information												
Personnel Action Code	Personnel Action Reason	From	Employment Status	Employment Type	Assignment Type	Home Department	Home Unit	Position Number	Work County	EEO Full-Time	Percent Full-Time	Recommend Reemployment
10	J2	10/01/2022	A	1	P	024	0000	1234567	51	Y	1.0000	

Classification Attributes												
Title	Sub-Title	Option Code	Date Entered Class	Grade	Step	Pay Rate	Amount Basis ID	Step Differential	Annual Raise Date	Payroll Number	Pay Class	Table Driven Pay
10601		000	11/01/2021	057	13	\$1,499.4000	P		07/01/2023	0244	SMREG	Y

Probation Dates	
Probation Start Date	Probation End Date

Progression Dates		
Begin LWOP	Return LWOP	Leave Progression Start Date
		01/04/2021

Overrides				
Pay Policy	Leave Policy	Grade	FLSA	FLSA Profile

Pay Parameter Log			
Amount/Percent Indicator	Pay Event Type	From	Amount

7. Click the **Back** button to return to the Employee List.

Search Current Employees

By default, the **Department, Unit** **All** search results will list XXX users first.



Use the **Select all** check box and **uncheck XXX** to view all your employees currently in your agency with their previous records.

Note: Removing the XXX department will remove all inactive employees from your search; however, please keep in mind it will also remove any XXX transactions for your active employees. Use the Search by Employee ID to view all activity for your current employee.

1. Click the **Department, Unit** drop-down.
2. Click the **Select all** check box.

The screenshot shows the search interface with the following elements:

- From Date Between:** 9/17/1952 to 10/1/2025.
- Employee ID:** All
- Transaction ID:** All
- Department, Unit:** All (dropdown menu is open, showing a list of units with checkboxes. Red circle 1 is on the dropdown arrow, and red circle 2 is on the 'Select all' checkbox).
- Search:** Search button.

3. Scroll to the bottom of the list.
4. Click the **XXX check box** to **unselect** the XXX option.

Note: Click the carat (∨) to select a unit.

5. Click the **Search** button.

The screenshot shows the search interface with the following elements:

- From Date Between:** 9/17/1952 to 10/1/2025.
- Employee ID:** All
- Transaction ID:** All
- Department, Unit:** Multiple selections (dropdown menu is open, showing a list of units with checkboxes. Red circle 3 is on the 'XXX' checkbox, red circle 4 is on the 'Search' button, and red circle 5 is on the 'Search' input field).
- Search:** Search button.

The ESMT History screen refreshes with the Employee List displayed based on search filters.

ESMT History

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From Date Between

7/13/1991 7/11/2025

Employee ID

All

Transaction ID

All

Department, Unit

Multiple selections

Action Code

All

Action Reason Code

All

Employee Name

All

Search

Click on a Transaction ID to View More Details

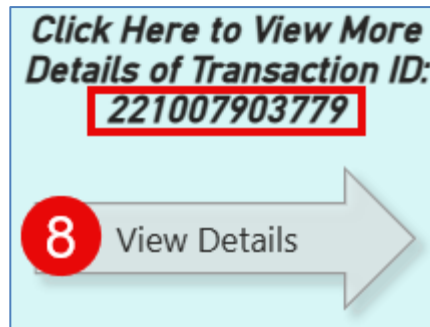
Employee List

Employee ID	Appointment ID	From Date	Transaction ID	Employee Full Name	Dept CD	Unit CD	Action Code	Action Reason Code
0000012345		01/16/2021	210126701920	RESOURCE, JOHN D	701	0000	11	K1
		12/16/2020	201217695896	RESOURCE, JOHN D	701	0000	01	A1
0000054321		05/16/2025	0523250000000035880	EMPLOYEE, JANE A	701	0000	03	C1
		03/01/2025	AR031325000000000984	EMPLOYEE, JANE A	701	0000	12	L1
		09/01/2024	240911117245	EMPLOYEE, JANE A	701	0000	12	L5
		03/16/2024	240326060573	EMPLOYEE, JANE A	701	0000	12	L2
		09/16/2023	230920015134	EMPLOYEE, JANE A	701	0000	03	C1
			230920015128	EMPLOYEE, JANE A	701	0000	10	J4
			230920015122	EMPLOYEE, JANE A	XXXX	XXXX	98	J1
			230918013849	EMPLOYEE, JANE A	024	0000	10	J1
		09/01/2023	230913004749	EMPLOYEE, JANE A	024	0000	12	L5
		07/01/2023	230713967779	EMPLOYEE, JANE A	024	0000	12	L1
		10/01/2022	221007903779	EMPLOYEE, JANE A	024	0000	10	J2
			221006903628	EMPLOYEE, JANE A	XXXX	XXXX	98	J1
			221006903625	EMPLOYEE, JANE A	405	0000	10	J1
		09/01/2022	220914892268	EMPLOYEE, JANE A	405	0000	12	L5
		07/01/2022	220714855089	EMPLOYEE, JANE A	405	0000	12	L1
		05/01/2022	220617850460	EMPLOYEE, JANE A	405	0000	18	S1
			220526846432	EMPLOYEE, JANE A	405	0000	18	S1
		11/01/2021	220526846400	EMPLOYEE, JANE A	405	0000	19	
			220526846387	EMPLOYEE, JANE A	405	0000	03CAN	C1
			211103798797	EMPLOYEE, JANE A	405	0000	03	C1
								C2
		09/01/2021	210914783414	EMPLOYEE, JANE A	405	0000	12	L5
		07/16/2021	210706738260	EMPLOYEE, JANE A	405	0000	12	L2
		01/04/2021	210104697548	EMPLOYEE, JANE A	405	0000	01	A1
0000045678		06/17/2021	210616735565	SMITH, MARK W	701	0000	13	M1
		01/26/2021	210126701945	SMITH, MARK W	701	0000	01	A1
0000087654		06/16/2025	TR063025000000001988	BLAIR, AUSTIN C	701	0000	12	L4
		03/01/2025	03172500000000024461	BLAIR, AUSTIN C	701	0000	03	C1
		12/01/2024	12122400000000001403	BLAIR, AUSTIN C	701	0000	12	L1
		09/01/2024	240911117450	BLAIR, AUSTIN C	701	0000	12	L5
		12/01/2023	2312140399670	BLAIR, AUSTIN C	701	0000	12	L1

6. Scroll to the appropriate employee.
7. Click the **Transaction ID** to view the transaction details.

Once the Transaction ID is selected the transaction number along with the View Details arrow displays.

8. Click the **View Details** arrow.



The ESMT History screen redisplay with the additional information for the transaction selected.

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ESMT History

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General Information

Employee ID	Appointment ID	From Date	Original Appointment Date	Employee Full Name	Department	Unit	Transaction ID	Version
0000054321		10/01/2022	01/04/2021	EMPLOYEE, JANE A	024	0000	221007903779	1

Assignment Information

Personnel Action Code	Personnel Action Reason	From	Employment Status	Employment Type	Assignment Type	Home Department	Home Unit	Position Number	Work County	EEO Full-Time	Percent Full-Time	Recommend Reemployment
10	J2	10/01/2022	A	1	P	024	0000	1234567	51	Y	1.0000	

Classification Attributes

Title	Sub-Title	Option Code	Date Entered Class	Grade	Step	Pay Rate	Amount Basis ID	Step Differential	Annual Raise Date	Payroll Number	Pay Class	Table Driven Pay
10601		000	11/01/2021	057	13	\$1,499.4000	P		07/01/2023	0244	SMREG	Y

Probation Dates

Probation Start Date	Probation End Date

Progression Dates

Begin LWOP	Return LWOP	Leave Progression Start Date
		01/04/2021

Overrides

Pay Policy	Leave Policy	Grade	FLSA	FLSA Profile

Pay Parameter Log

Amount/Percent Indicator	Pay Event Type	From	Amount

9. Click the **Back** button to return to the previous screen.