Background

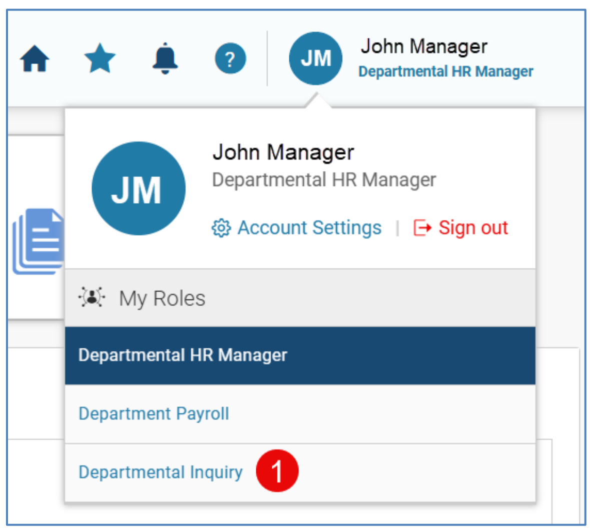
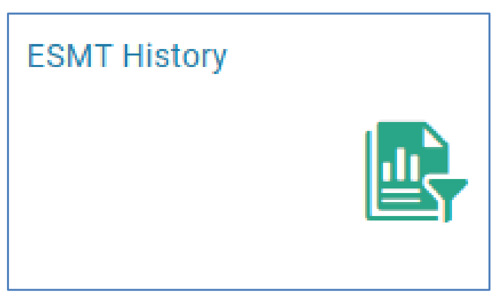
The ESMT History quick link may be used to view your current employees complete ESMT history, including updates made by previous agencies.

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.

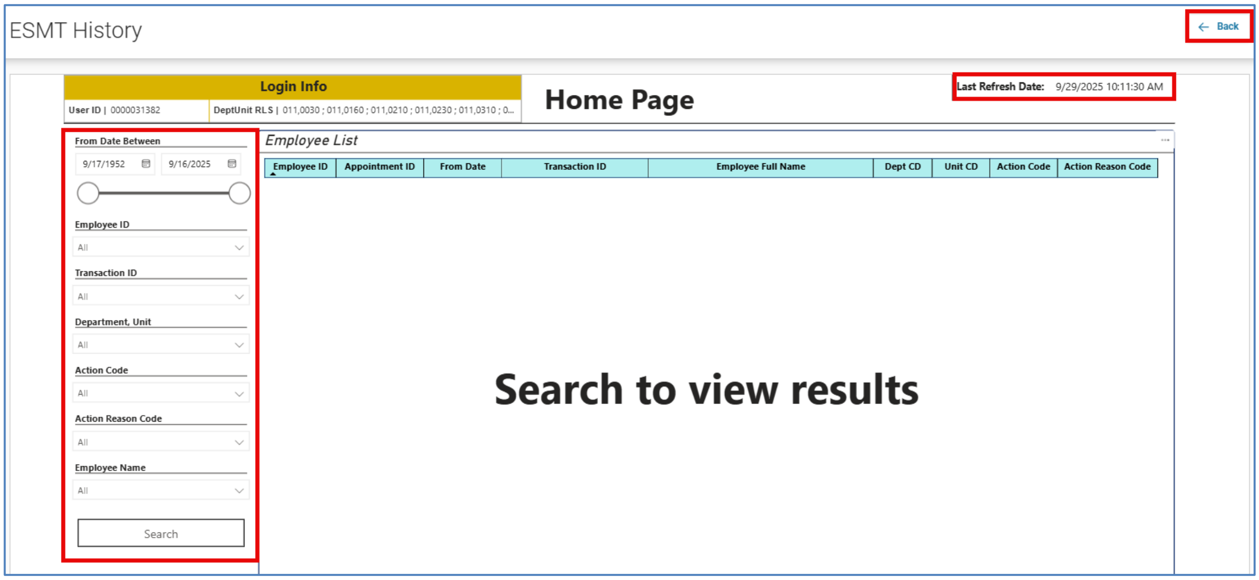
The ESMT History quick link is only available on the Department Inquiry role.

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.



- Use the **Back** button to return to the Department Inquiry home page.
- The Last Resfresh 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.

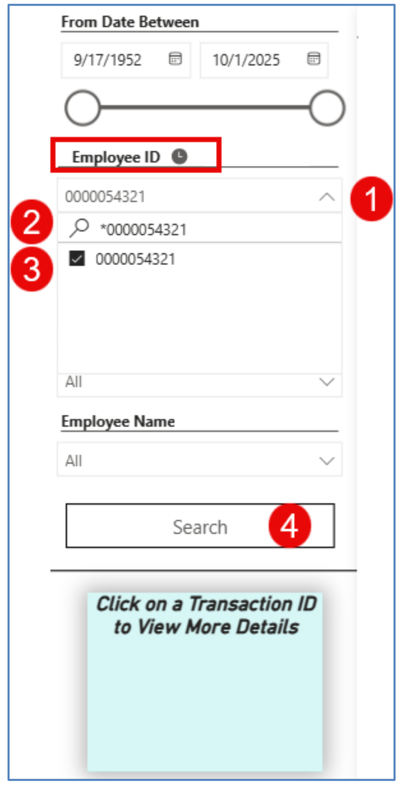
Search by Employee ID

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

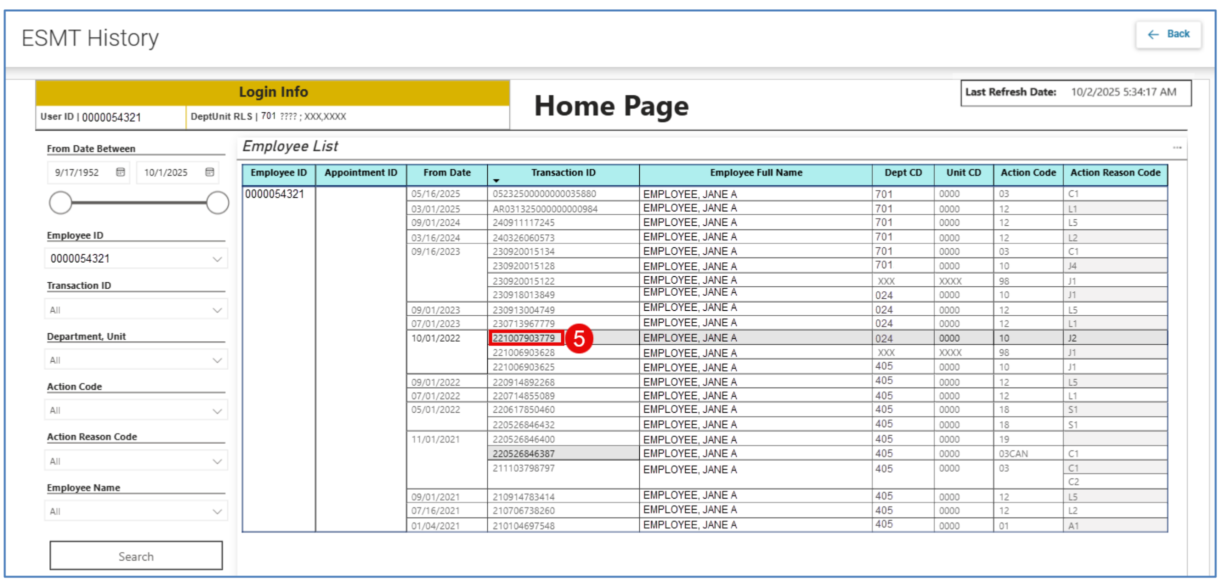
1. Click the **Employee ID** drop-down.
2. Enter the Employee ID in the **Search** field.

   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.



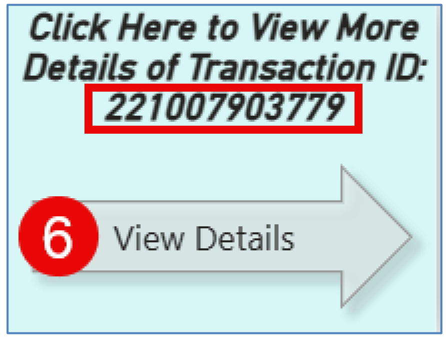
The page redisplays with the employees complete ESMT History.



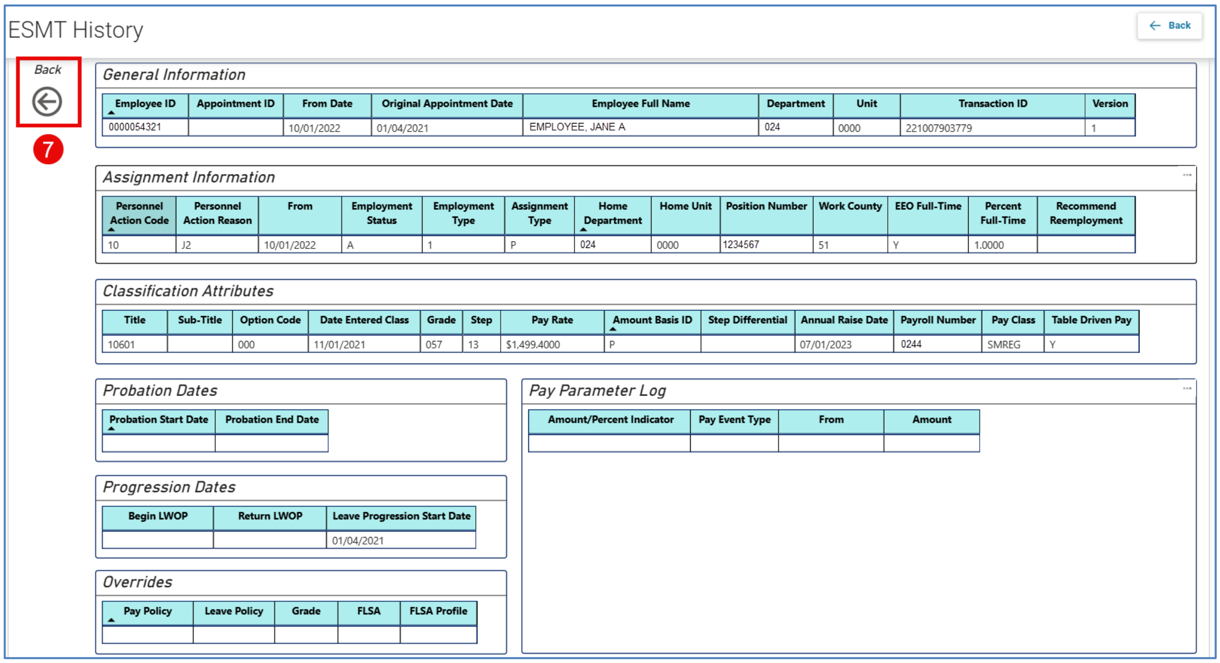
5. Click the **Transaction ID** to view the transaction details.

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.



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

Pay Parameter Log

Amount/Percent Indicator	Pay Event Type	From	Amount

Progression Dates

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

Overrides

Pay Policy	Leave Policy	Grade	FLSA	FLSA Profile

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

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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.

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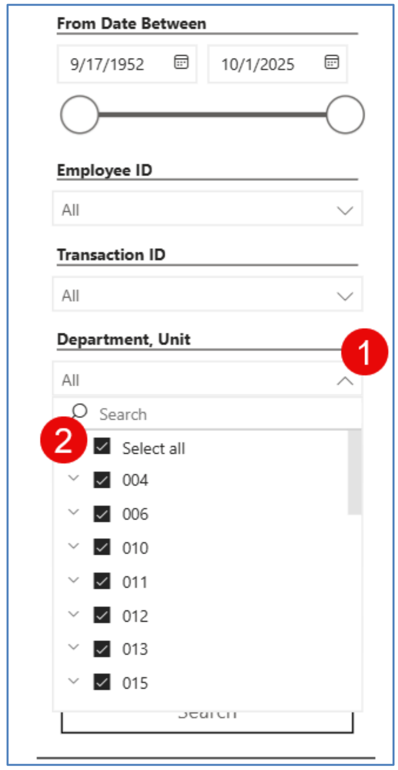

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3. Scroll to the bottom of the list.
4. Click the **XXX check box** to **unselect** the XXX option.

   Note: Click the carat (﹀) to select a unit.
5. Click the **Search** button.

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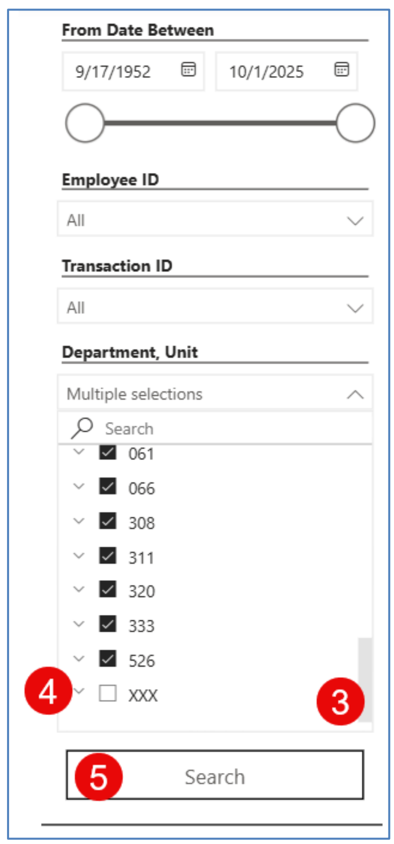

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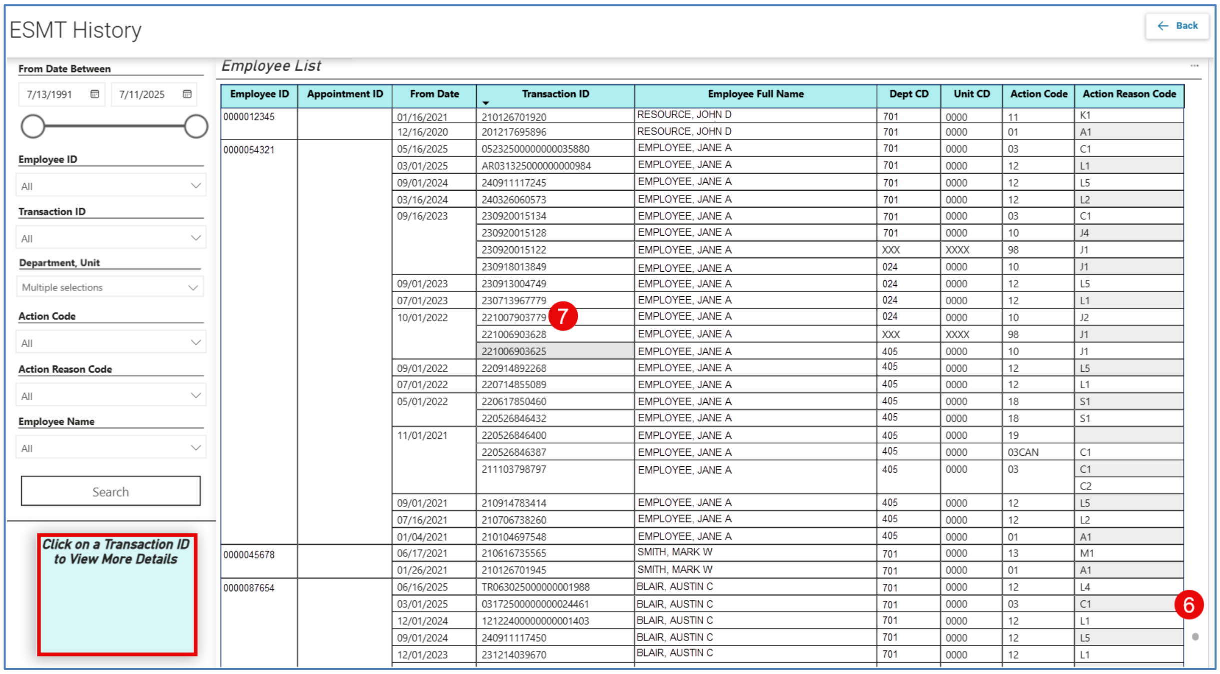
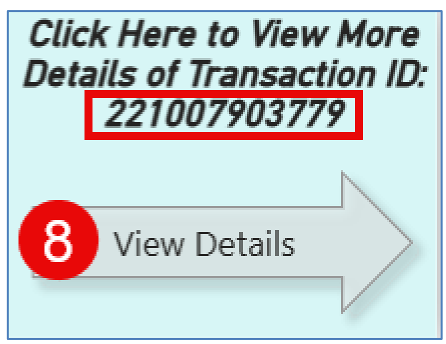
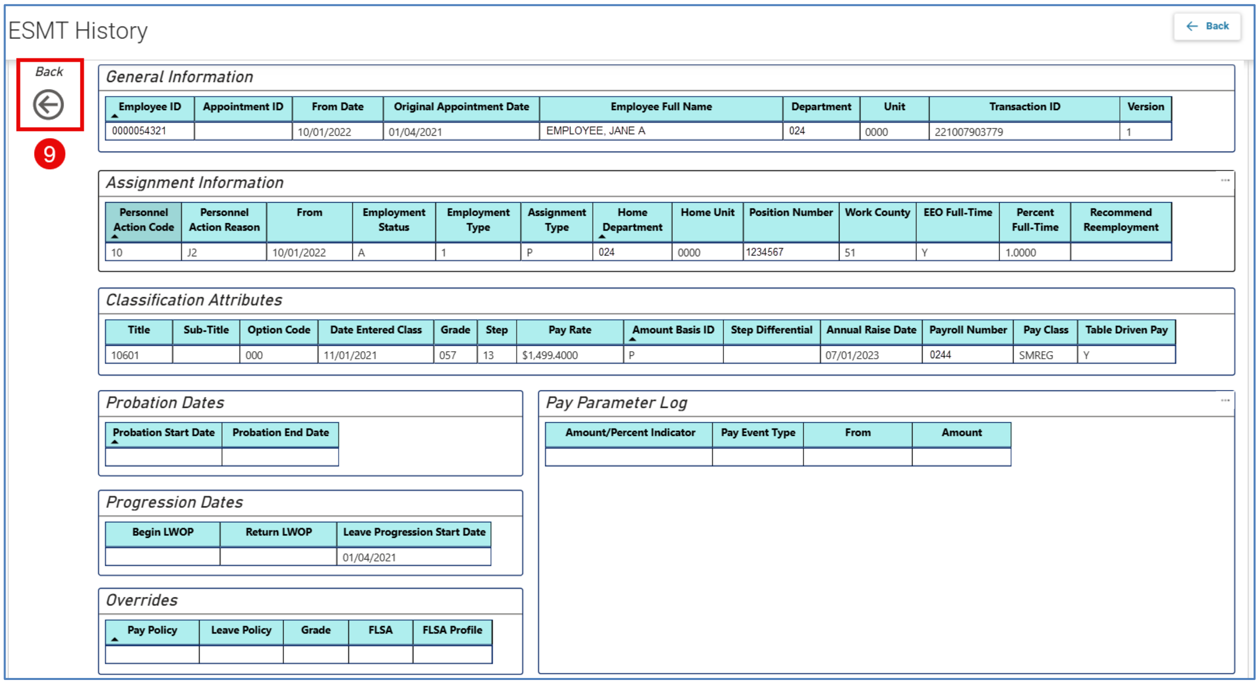
The ESMT History screen refreshes with the Employee List displayed based on search filters.  6. Scroll to the appropriate employee. 7. Click the **Transaction ID** to view the transaction details.	
Once the Transaction ID is selected the transaction number along with the View Details arrow displays. 8. Click the **View Details** arrow.	

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



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