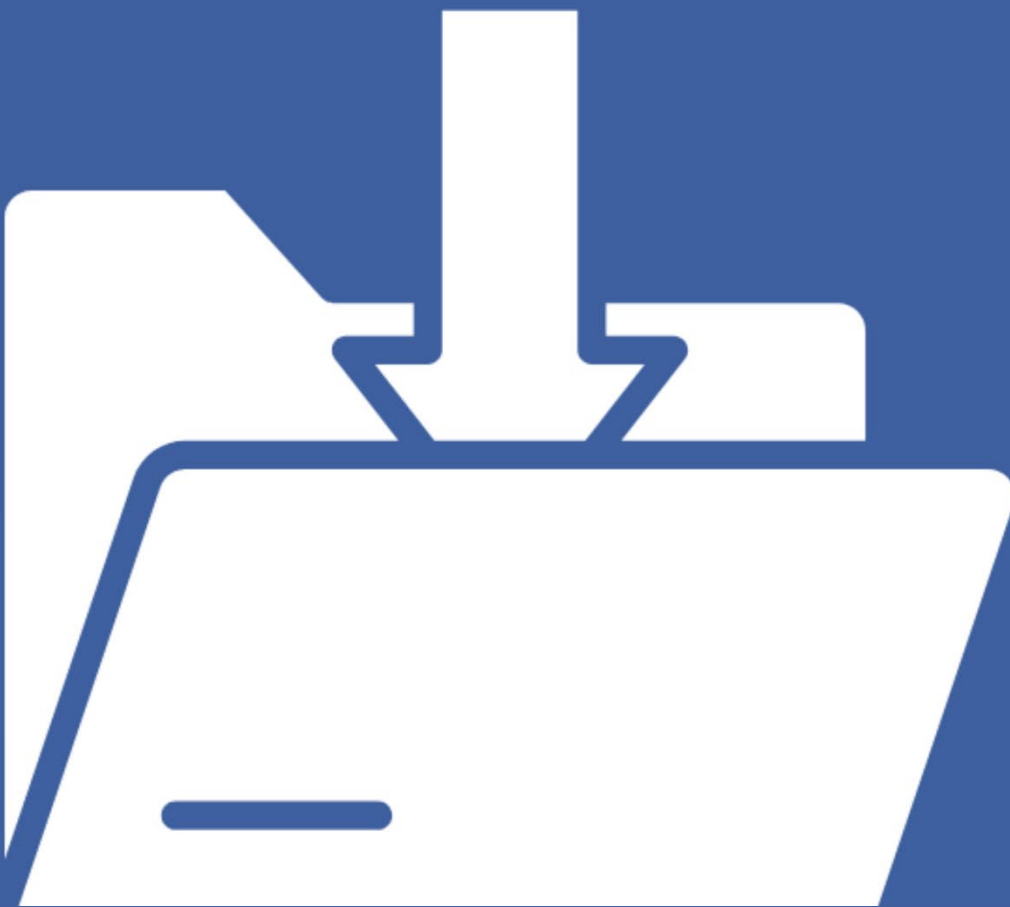




City of Fairfield



# Basic Employee Data Export Guide



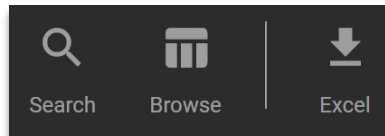


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# Introduction

This guide focuses on generating reports from **Employee Inquiry**; however, this guide is applicable to **almost every program** in Tyler Enterprise ERP (Position Inquiry, Employee Job/Salary, Employee Deductions, etc.) that has **Search, Browse, and Excel** buttons in the menu bar:



Each module exposes different fields and can be linked together in Excel by using **Employee Number** or other fields as key values.

## Excel Button in Browse vs. Detail View

The Excel button will function differently depending on which view you are using in Munis. **If you want access to the most amount of fields/data available in Munis, click the button in the DETAIL view, NOT Browse.**

**Employee Master File Inquiry [City of Fairfield ~CA | 5410**

**Detail View**

Close | Search | Browse | Output | Print | **Displays information in fields, or in multiple tabs.** | **Allows exporting more information than the Browse View.**

Employee Master File Inquiry [City of Fairfield ~CA | 5410TRAIN | 9/11]

Employee SSN Last Name First Name M

Preferred Name

**Employee Master File Inquiry**

**Browse View**

Back | Accept | Cancel | Output | **Looks like an Excel spreadsheet with columns and rows.** | **Will only export information currently on screen.**

Employee Master File Inquiry [City of Fairfield ~CA | 5410TRAIN | 9/11] > Employee Master File Inquiry

Emp #	Last Name	First Name	Minit	Suffix	Act Stat	Org	Object
			A		A	99999999	9999
			D		A	99999999	9999



Note that exporting from the Detail view will export records for everything in your current record set, so pay attention to the number of records in your search in the bottom-left corner of your screen:

1 of 228 |< < > >|

The rest of the export process is detailed in the following pages.

## Redacting Information for Undercover Police and Domestic Violence Personnel (for Public Records Act (PRA) Requests)

Personnel on sensitive work assignments relating to undercover police operations or domestic violence should have their names and other identifying information **redacted** for their safety. Please confirm their information is redacted before transmitting it to outside parties.

## Available Fields in Employee Inquiry

Employee Inquiry allows demographic, pay, dependent, and beneficiary information to be exported for each employee record. Below is an overview of commonly used fields available for export, though a more complete list is available during the report creation process:

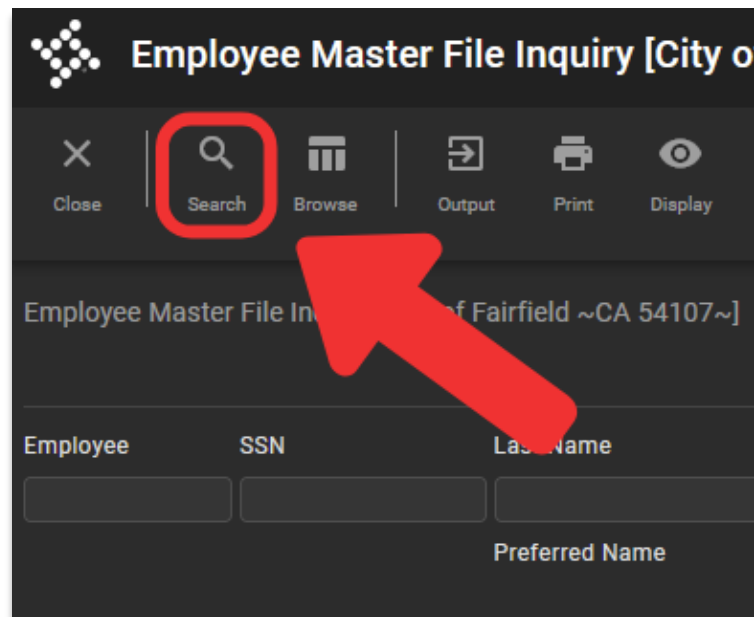
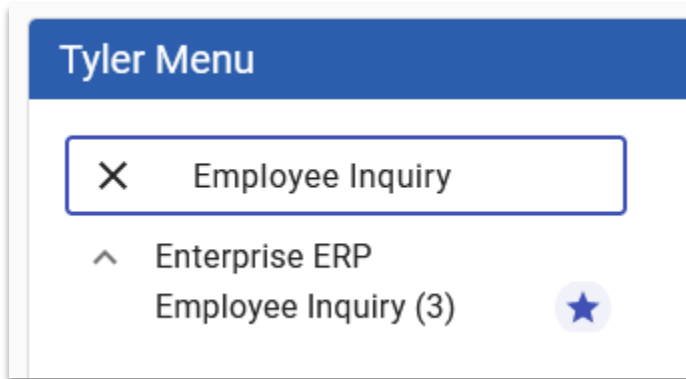
Employee Demographic Information	
Employee Number	Age
SSN	Hire Date
Last Name	Service Date
First Name	Gender
Active Status	Marital Status
Job Class	EEO Demographics
Location (Department)	Address, City, State, Zip
Group/Bargaining Unit	Primary Phone Number (Personal)
Supervisor	E-mail (Work)
Inactive Date/Reason	Alternate E-mail (Personal)
Termination Date/Reason	User Defined Fields
Date of Birth	


Employee Base Pay Information	
Pay Type	Daily Rate
Work Start/End Date	Period Pay
Step/Level	Annual Pay
Current Effective Date	Position Number
Hourly Rate	FTE %



## Generating a Report

Go to **Employee Inquiry** from your Tyler Hub page:



Once the page has loaded, click **Search** :

## Narrowing Your Search

After clicking Search, the fields on screen will become interactable. **This is where you can refine/narrow the employees you want in your final report.** Below are some commonly used fields to narrow reports, though you can filter on nearly every interactable field:

**Status:** Filter for active employees:



Status

A - ACTIVE

A - ACTIVE

B - BENEFITS ONLY

I - INACTIVE

P - PENSION

**Group/BU:** Filter for specific City bargaining groups:

Group/BU

1000 - FAIRFIELD EMPLOYEES ASSOC

Pay Frequency

1000 - FAIRFIELD EMPLOYEES ASSOC

Project String

1900 - NON MANAGEMENT CONFIDENTIAL

Org/Obj/Proj

2000 - FAIRFIELD PROF FIRE ASSOC

2500 - FAIRFIELD FIRE MANAGERS' ASSOC

Department

3000 - FAIRFIELD POLICE OFFIC ASSOC

3500 - FAIRFIELD POLICE MGRS ASSOC

Personnel Status

3900 - POLICE OFFICER TRAINEE

Check Location

4000 - FAIRFIELD GEN MGMT ASSOC

Supervisor

4900 - CONFIDENTIAL MANAGEMENT

State ID

**Location:** Filter for specific departments (the example below is for Housing):

Location

3000:3999

Group/BU

## Search Operators

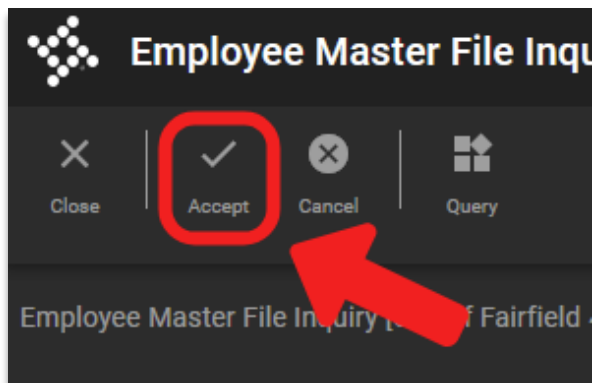
Search operators can be used in most interactable fields to further refine the records returned in your search:

Symbol	Description
=	<b>Is null/blank</b> Used to find records that are blank or have no value.
<	<b>Less than</b>

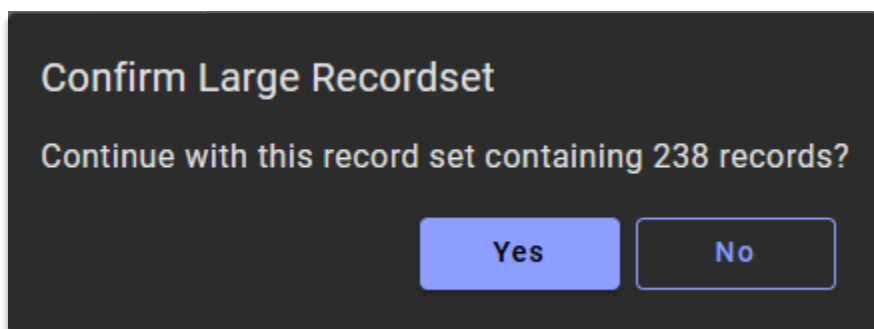
>	<b>Greater than</b>
<> or !=	<b>Not equal to</b>
: or ..	<b>Range</b> Used to find records based on data between and including two values. <i>Example: 1000:3000 (1000 through 3000)</i>
	<b>Or</b> Use to find records matching one of multiple values. <i>Example: 1000 2000 3000 (1000 or 2000 or 3000)</i>
*	<b>Wildcard</b> Use to find all records with the same sequential character string that begins with, includes, or ends with an asterisk (*). <i>Example: *Donald* (Potential results: McDonald, Donaldson, Donalds)</i>
?	<b>Single-character wildcard</b> Use to find all records with the same sequential character string where only a single-character differs. <i>Example: ?rystal (Potential results: Krystal, Crystal)</i>

## Completing Your Search

Once you have set your search parameters, click **Accept** ✓ :



Depending on the number of records returned in your search, the system may prompt you to confirm your search. Click **Yes** if prompted:





**DO NOT CLICK BROWSE.** If you wish to have all possible fields available for selection in your report, you must click the export button from the detail view, **NOT** the Browse view:

Employee Master File Inquiry [City of Fairfield ~CA | 5410

**Detail View**

Close Search Browse Output Print **Displays information in fields, or in multiple tabs. Allows exporting more information than the Browse View.**

Employee Master File Inquiry [City of Fairfield ~CA | 5410TRAIN | 9/11]

Employee SSN Last Name First Name M

Preferred Name

Main Dates Demographics Address Base Pay Emp Group User Defined

Job Class 4905 HUMAN RESOURCES ANALYST I

Summary Job Class

Location 1513 - HR RECRUITING AND W/C ANALYST

Group/BU 4900 - CONFIDENTIAL MANAGEMENT

Employee Master File Inquiry

**Browse View**


Back Accept Cancel Output **Looks like an Excel spreadsheet with columns and rows. Will only export information currently on screen.**

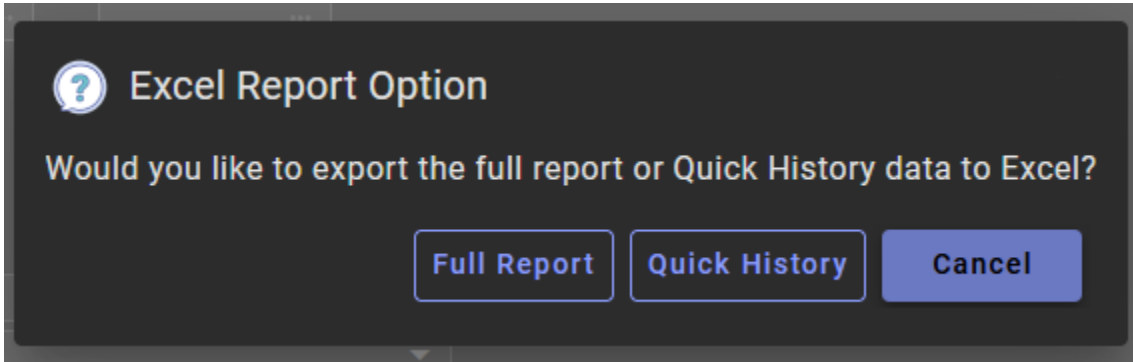
Employee Master File Inquiry [City of Fairfield ~CA | 5410TRAIN | 9/11] > Employee Master File Inquiry

Emp #	Last Name	First Name	Minit	Suffix	Act Stat	Org	Object
			A		A	99999999	9999
			D		A	99999999	9999
					A	99999999	9999
					A	99999999	9999
					A	99999999	9999
					A	99999999	9999



**Your final report will only include records that were in your search.** You can confirm the number of records that will be in your report by looking in the lower-left corner of the screen:

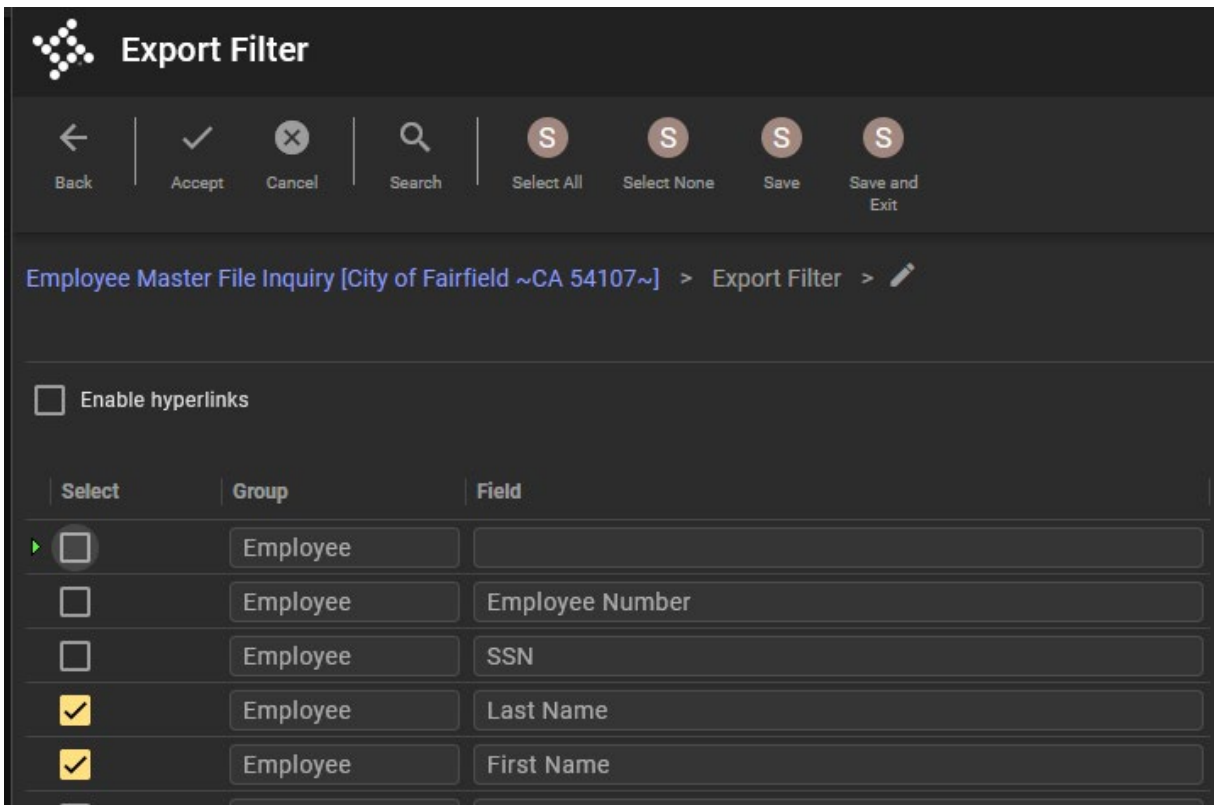


In the detail view, click the **Excel**  button. When prompted, click **Full Report**:




## Selecting your Fields


Once the data is finished compiling, you will be shown a screen to select the fields you would like to appear in your report. Click the checkboxes next to the fields you want, or use the action buttons at the top of the screen to **Select All**  or **Select None** :





Clicking **Enable hyperlinks** and checking the top-most, blank field (seen in the above screenshot, may also be titled “Link”) will include a clickable link leading directly to the employee’s record in Tyler. This is useful if you want to see a specific employee/record in the live system without searching for it manually.

If this is a report you will regularly run, it is possible to save your selections for future reports by clicking the **Save**  button. **Please note that the system can only save one set of selections at a time, per program.** If you need to generate multiple reports with different fields, you will need to manually select/deselect the columns you want.

Click **Accept**  to generate the report. It will then be downloaded to your computer:

