Overview

A series of standard queries have been developed by agency personnel. These queries respond to the types of information most often requested by agency managers and HR staff. These queries are available to you through the EHCM system. A complete list of available queries can be found here: https://public/documents/hr-systems/ehcm/pdf/ehcm-public-queries-april-2019.pdf

Procedures

1) Navigation:
   Navigator > Reporting Tools > Query > Query Viewer

2) Search for a query using basic search
   a) If you know the name of the query, type it in the search box. You may enter the first few characters of the query name to see a list of queries that start with those characters. HHS public queries begin with ‘HE’.

3) Select the output type:
   a) HTML – directs the output to be displayed as a web page. When you run the query to HTML, you will still be able to send the output to Excel later.
   b) Excel – directs the output to be displayed as a Microsoft Excel spreadsheet.

4) Entering any required parameters and running the query
EHCM
Public Queries and Reports

a) Dates – You may be required to enter dates or date ranges for some queries. Depending on the query design, you may be required to enter pay period beginning and ending dates instead of random dates. If you know there should be data in the query, but your query does not produce any results, verify that you have entered the parameters correctly. You may have to experiment with the queries to learn which require pay period specific dates and which allow random dates.

b) Set ID or Business Unit – Always enter NIH00

c) Department – Enter the name of the department for which you are running the query. Click the magnifying glass to select the department from a list. You may also use the % character as a wildcard. For example, if you are running a query for all departments beginning with ‘HNA’, you could enter ‘HNA%’.

d) Click the ‘View Results’ button.

Which Query do I run?
If you do not know the name of the query you have two options:

Option 1: Use the “Public Queries” document.

e) Use the Find function (CTRL+F) to ‘find’ key words in queries/reports.

f) Example: Looking for employees who are due for a WIGI (Within Grade Increase)?
   i) Once in the EHCM Public Queries document
   ii) On your keyboard hit CTRL + F
   iii) In the ‘Find Box’ type WGI and use the arrows to move through the document
   iv) All reports containing WGI will pull
v) Once you have found the report name (in this case HE0001) follow steps 1 - 4 above.

Option 2: Searching by Description

vi) You may find existing queries by using the Description field to search for key words that are related to the data you need to query.

vii) Select the drop-down box next to the Description field and choose the ‘Contains’ operand.

viii) In the search field enter the characters that you think may be used to describe your query. For instance, if you are searching for a query related to Separations or Terminations, entering ‘term’ in the search box would yield the results below.

5) Website:  
https://hr.nih.gov/hr-systems/ehcm