# PP QDB Helpful Hints

<table>
<thead>
<tr>
<th><strong>Blank Date Fields</strong></th>
<th>Date fields that contain no data (blank) return the date 01/01/1753 in Hummingbird’s BIQuery.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indefinite Appointments</strong></td>
<td>When appointments, or distributions, have indefinite end dates in EDB, they are entered as 999999. This code is translated as 12/31/9999 in BIQuery.</td>
</tr>
<tr>
<td><strong>Capital Case</strong></td>
<td>Alphabetic characters should always be entered as capital letters in your query; the mainframe data does not contain lower case characters.</td>
</tr>
<tr>
<td><strong>Collective Bargaining Unit Codes</strong></td>
<td><strong>Title_unit_code and appt_rep_code</strong> in the EMPLOYEE_APPT table are the most accurate collective bargaining unit indicators. If an employee has multiple appointments with multiple title codes, he/she may be represented by multiple bargaining units. <strong>Emp_cbuc and emp_rep code</strong> in the EMPLOYEE_ADD table identify one primary bargaining unit, which may be misleading if the employee has multiple (different) <strong>title_unit_codes</strong>. In queries always include both the unit code, which tells you which bargaining unit is associated with the title, and the representation code, which tells you whether or not the employee is covered by the bargaining unit.</td>
</tr>
<tr>
<td><strong>CSER</strong></td>
<td>The EMPLOYEE_CSER_DTL table contains data from the Committed Salary Expenditure Reporting file in the Personnel/Payroll System. Data are available for the most recent three ledger year months. Data are loaded on a monthly basis following the completion of month-end processing in the Personnel/Payroll System.</td>
</tr>
<tr>
<td><strong>CURR_DATA_FLAG</strong></td>
<td>The <strong>curr_data_flag</strong> column contains a <strong>Y</strong> (yes) if the row’s data is currently on the EDB for an employee. This flag appears only in the four historical employee QDB tables for the purpose of distinguishing current rows from historical rows of data. The four historical employee tables are: EMPLOYEE_APPT_H EMPLOYEE_DIST_H EMPLOYEE_ADD_H EMPLOYEE_ACTIONS_H</td>
</tr>
</tbody>
</table>
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## Data Values

The QDB data dictionary at [http://www.qdb.ucla.edu/datadictionary/default.asp](http://www.qdb.ucla.edu/datadictionary/default.asp) provides definitions and values for PP QDB data elements.

The BIQuery software offers a *data values icon* that is displayed to the right of the list icon in the Qualification Edit Box. The icon looks like two downward arrows. Its purpose is to search the table for the data values that are available for the attribute you have selected to qualify. However, the PP QDB data base is too large for this feature to work efficiently. Clicking the *data values icon* in most tables causes some computers to lock up because of the length of the search.

## Department Codes in the Employee Tables

Think twice about using the **home_dept_code** to select records by department. If an employee has distributions in multiple departments, only one will be listed as the Home Department--the one the EDB system derives as primary. An employee’s Home Department may change from time to time based on the combination of current distributions. It is better to use **appt_dept_code** to select records if you know that the EDB preparers in your department never enter distributions belonging to different departments beneath the same appointment. Using **dist_dept_code** is the most accurate way to select records by department.

## Employee Data

Tables containing employee data are updated nightly. The four tables containing current and historical information (**EMPLOYEE_ACTIONS_H**, **EMPLOYEE_APPT_H**, **EMPLOYEE_DIST_H** AND **EMPLOYEE_ADD_H**) are updated from the mainframe History Data Base (HDB). The other tables contain current information and are updated from the mainframe Employee Data Base (EDB). The History tables contain a rolling 24 months of data.
### EMPLOYEE_EXP_DIST
EMPLOYEE_EXP_DIST_H
EMPLOYEE_EXP_DIST_ALL

The payroll expense distribution workfile (EDW) data is loaded once a month into the QDB after month-end reporting is completed by the mainframe. The projected availability date appears on the QDB web site Event Calendar at [http://www.qdb.ucla.edu/calendar/default.asp](http://www.qdb.ucla.edu/calendar/default.asp).

For programmers, the mainframe table DMQ_PROCESS_CNTL contains the latest process date and ledger year month for expense distribution data. Because QDB contains EDW data from **2/95** through the present, the data is partitioned into two tables and a view of both tables. To query EDW data for the current fiscal year-to-date plus the preceding two fiscal years, use the EMPLOYEE_EXP_DIST (the “current”) table. To query data that are older, use the EMPLOYEE_EXP_DIST_H table. To query data contained in both tables, use EMPLOYEE_EXP_DIST_ALL. Note: In 1994/1995 UCLA used a “month 13” at the end of the fiscal year as part of the fiscal closing process. The EDW data from 1995 includes a range of emp_exp_dist_ym dates from 199502 through 199513.

### Incorrect History Rows

The HDB contains corrupted rows of data for some records. Corrupted rows can be identified by blanks in required fields such as appointment or distribution begin dates, title codes and pay rates. If HDB users set the “Incorrect Flag” to ‘X’ for the row in HDB Update, the corrupted rows can be avoided in PPQDB by specifying **erh_incorrect flag not = X** in the query.

### EMP_STATUS

Set **emp_status not = S** (separated) in the EMPLOYEE tables if you want to select employees currently employed at UCLA.

### Payroll Audit Record (PAR) data

The three tables containing payroll audit record data are updated the night of every pay compute. Pay compute dates are listed in the eighth column of the PPS Schedule – Current at [http://map.ais.ucla.edu/go/1002716](http://map.ais.ucla.edu/go/1002716). The PAR tables contain a rolling 13 months of data.